

## HUMBOLDT COUNTY

SOCIAL WORKER IV A, B, C, D  
DESCRIPTIONS**DEFINITION OF SOCIAL WORKER IV LEVELS**

Social Worker IV is the highest classification in the Social Worker series. Incumbents at the Social Worker IV, A and B range perform casework of an advanced nature in the most complex social services areas. The casework typically requires the application of high level and sophisticated social service expertise and techniques. Incumbents at the Social Worker IV, C and D ranges additionally may perform professional level assessment, diagnosis, group, family and individual therapy, and consultation.

**MINIMUM QUALIFICATIONS****SOCIAL WORKER IV A:**

A master's degree in Social Work (MSW) or master's degree from a two year counseling program or a related field such as: Sociology, Human Services or Anthropology, from an accredited college or university.

**SOCIAL WORKER IV B:**

A master's degree in Social Work (MSW) or master's degree from a two year counseling program or related field such as; Sociology, Human Services or Anthropology, from an accredited college or university AND one (1) year of performing social work at the Social Worker IV A level.

Candidates who are within six (6) months of graduation with a qualifying master's degree will be eligible to compete in the recruitment process and be placed on an eligible list. Candidates will be required to submit official transcripts for review prior to offer of a position.

**SOCIAL WORKER IV C:**

A valid Intern Registration Number from the Board of Behavioral Sciences, and ability to practice as an Associate Clinical Social Worker (ASW) or Marriage and Family Therapist Intern (MFTI) in the State of California.

**SOCIAL WORKER IV D:**

A valid license from the Board of Behavioral Sciences to practice as a Licensed Clinical Social Worker (LCSW) or Marriage and Family Therapist (MFT) in the State of California, or a valid license or waiver to practice as a Clinical Psychologist in the State of California.

**KNOWLEDGE AND ABILITIES**

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### **Knowledge of:**

- Socio-economic conditions and trends
- Basic principles of individual and group behavior
- Current issues in the field of social welfare
- Principles of interviewing and problem-solving methodology
- Social service research methods
- Public welfare programs on the Federal, State, and local levels
- The general principles of public assistance policies and programs
- Principles and techniques of interviewing and recording of social casework
- Laws, rules, and regulations governing the operation of the public welfare agency
- Computer terminology and computer keyboard arrangement
- Community organizations and social problems requiring the use of public and private community resources
- Basic principles involved in the development and implementation of personality and in group processes
- Current problems and methodology in the field of public social services
- Physical and mental health and impact on personality

### **Ability to:**

- Understand and carry out Department programs, policies, and procedures
- Obtain facts and analyze information, drawing sound conclusions
- Gather, organize, analyze, and present a variety of data and information
- Prepare clear, concise, and accurate records and reports
- Effectively represent the Social Services Department in contacts with clients, the public, community organizations, and other government agencies
- Communicate effectively both orally and in writing
- Develop skills in interviewing people, making interpretations and recording information
- Establish and maintain client rapport of an individual basis
- Analyze situations and adopt effective courses of action
- Maintain the confidentiality of case records
- Establish and maintain cooperative working relationship
- Work within a community setting and effectively use appropriate resources and services
- Apply the principles of child psychology and family relationships, evaluate personal and psychological factors in the child and/or family's situation

## **COMPENSATION**

### **Level A**

This is the starting range for the Social Worker IV classification.

### **Level B**

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Social Worker IVs shall be appointed to this range upon written certification by the appointing authority that the employee has satisfactorily completed one year performing Social Worker IV level work.

### **Level C**

Social Worker IVs shall be appointed to this range upon possession of a valid intern registration number from the Board of Behavioral Sciences, as an Associate Clinical Social Worker (ASW) or Marriage and Family Therapist intern (MFTI) in the State of California.

### **Level D**

Social Worker IVs shall be appointed to this range upon possession of a license issued by the Board of Behavioral Sciences, to practice as Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT) in the State of California, or a license or waiver to practice as a Clinical Psychologist in the State of California.

## **DUTY STATEMENT – SOCIAL WORKER, A and B**

Duties may include, but are not limited to the following:

- Performs case studies for the purpose of assessing problems and determining appropriate types and methods of treatment
- Develops intensive long or short-term treatment plans, which require a comprehensive fund of professional knowledge with the aim of improving or restoring individual or family functioning
- Ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and in conformance with agency, state and federal requirements
- Acts as a casework consultant to staff members without professional training
- Functions at a highly skilled level in such areas as counseling, protective services, medical social work, family services, community organization and research
- May perform the following specific types of counseling: marital, family inter-relationship, protective services for children or adults incapable of self-care
- Investigates and provides services to children where their physical or emotional welfare is involved such as cases of neglect, abuse, emotional or behavioral problems, physical or mental disabilities, or other health conditions involving a child's personality; unmarried parenthood; conflict in parent-child relationships; lack of proper guardianship of a child; problems in school or community relationships; inadequate child care arrangements by working parents or the absence of one parent from the home and its effects on the stability of the child's home
- Receives reports of children, dependent adults and elderly abuse; investigates allegations by conducting interviews with victims and others; assesses situations to protect vulnerable adults and children and recommends, implements and

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monitors alternate placement, may remove children from unsafe situations; may provide information to law enforcement or district attorneys; may be required to work on-call, may testify in court; supports witnesses and victims who must testify in court

- Assesses prospective foster and adoptive parents; matches children with adoptive/foster parents, and counsels foster and adoptive families.
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling; advocates on clients behalf for most appropriate services including enabling services
- Coordinates and directly monitors family visitations to assess progress toward the case plan goals
- Interprets and explains rules, regulations and policies to clients and applicants
- Maintains casework records and handles relevant correspondence
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems
- Operates a personal computer and other office equipment; enters and retrieves data and narratives from automated computer systems
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations, and case plans to clients, families, and service providers
- Communicates effectively with clients and others in writing, in person, and over the telephone
- Analyzes data, interprets directions, procedures and regulations, and develops appropriate responses
- Performs job duties under stressful conditions and emergency situations
- Responds appropriately to situations
- Maintains confidential information in accordance with legal standards and/or County regulations; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics
- Performs related duties as assigned

## DUTY STATEMENT - SOCIAL WORKER IV C

In addition to the duties of the Social Worker IV B, Social Worker IV C typical duties include:

- Mental health evaluation of parents and/or children including, but not limited to, parenting assessments and bonding assessments
- Individual, group, or family treatment for children and/or parents
- Participation in case conferences and consultation with social work staff to review cases and recommend service plans, rehabilitative services and case management options

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- Participation as a member of a multi-disciplinary treatment team providing clinical input related to diagnosis and service plans for children with Serious Emotional Disturbance (SED)
- Board of Behavioral Sciences (BBS) related activities of Social Worker IVs at the C level are performed under clinical supervision of a BBS licensed individual with two years post licensure experience, and in accordance with Board of Behavioral Sciences regulations
- Duties are assigned to broaden and deepen professional experience in assessment, development of treatment plans, and group and individual therapy

## DUTY STATEMENT - SOCIAL WORKER IV, D

In addition to the duties of the Social Worker IV B, Social Worker IV D typical duties include:

- Clinical supervision of Social Workers with bachelor's or master's degrees and/or Associate Clinical Social Worker or Marriage and Family Therapist interns
- In accordance with law and/or contract with the County Mental Health Department, to provide Mental Health related services to children, adults, and families within the scope of licensure
- Provide courtroom testimony related to Department of Social Services clientele and issues
- Does program planning to develop and implement services appropriate to assisting child and adult Department of Social Services clientele
- Mental health evaluations of parents or children including but not limited to parenting assessments and bonding assessments
- Group, individual, and family psychotherapy for Department of Social Services clientele
- Participation in case conferences and consultation with non-licensed Social Worker staff for the purpose of recommending service plans, rehabilitative services and case management options

### **DRIVER LICENSE REQUIREMENT**

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

### **History**

MERIT SYSTEMS SERVICES

Definitions Established: 3/13/2001

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Date Established 3/13/01

Date Revised: 3/13/17