

GENERAL DEFINITION OF WORK:

Performs responsible paraprofessional work involving the physical, financial and emotional assessment of clients to develop and implement service and assistance plans; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Interviewing clients; assessing client needs; developing/implementing service/assistance plans; monitoring cases; developing referral resources; counseling clients and families; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Interviews applicants and/or recipients of services and public assistance programs through office/home visits; interviews family members, employers, medical providers, care providers, and other individuals to gather relevant information.
- Determines eligibility for local/federal programs; notifies applicants of service eligibility and determination; determines appropriate level of benefits and client payments; delivers/implements benefits; processes eligibility renewals.
- Maintains an ongoing caseload of eligible recipients; makes adjustments to benefits as appropriate; monitors cases and service delivery; performs follow-up as needed; provides individual or group counseling to motivate and support clients.
- Assesses applicant's need for personal care services or placement in an adult care residence or nursing facility; completes risk assessments; coordinates service and placement; conducts annual reviews of adult care cases.
- Assesses educational, family, job skill and functional levels of service recipients through home visits; assesses strengths and resources.
- Develops, implements and monitors service plans for recipients; monitors achievement of goals, timeframes, services to be provided, program components assigned, tasks to be accomplished and benefits/assistance to be provided.
- Liaises with non-profit organizations in the community to have as Community Work Experience Program sites; refers clients to CWEP site and maintains attendance logs; assists clients in developing resumes, registering for Virginia Employment Commission, learning computer software, setting up appointments with various agencies and purchasing clothes/items necessary for employment and retaining employment.
- Monitors case reports; maintains records of verifications, obtains proof and updates information; enters data into computer; completes required forms.
- Receives, prepares or completes various forms, reports, correspondence, logs, case records, case notes, evaluation sheets, notices, or other documents.
- Works with churches, volunteers and others to set up ongoing support network for clients/families.
- Assists in developing, preparing and reporting on grant proposals for additional service funding; assists in implementing and monitoring awarded grants.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of data and makes corrections.
- Serves as staff at disaster shelters; assists in coordinating shelter operations during emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of community based programs and eligibility criteria; thorough knowledge of the principles and practices of public and private social service organizations; general knowledge of current social, economic and health problems and of human behavior and social functioning of older adults; ability to learn necessary forms and program procedures; ability to solve problems within scope of responsibility; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited college or university with major course work in Social Work or related field and some experience administering public health programs or in Human Services field.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.