

FAMILY SERVICES WORKER II/ADULT SERVICES WORKER II

GRADE 34

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate professional work assessing needs of clients, assessing risk of abuse/neglect, providing preventative services to individuals at risk and their families, rendering advocacy, referral and empowerment services to clients and maintaining case records; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Participating as lead worker; assessing client needs; counseling and assisting clients; determining available programs and services; preparing and maintaining files and records.

(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.)

- Assesses needs of clients and risk of abuse/neglect; performs intake, interviewing, and triage of clients; assesses risk of client's behavior to self and others; determines what services may be needed; conducts emergency assessments of high risk situations of abuse/neglect; provides protection to individuals who are neglected, abused or exploited.
- Conducts investigations to determine whether clients are at risk or in need of protective services; investigates cases of abuse/neglect; determines need to terminate parental rights; provides reunification services to families whose children are in foster care. Writes service plans for court approval; conducts custody and adoption investigations; prepares documentation to support termination of parental rights; petitions the court for custody, guardianship, conservator and protective orders; testifies in court and provides court documentation.
- Recruits, assesses and develops homes for adoption and foster care, in-home care and other service providers.
- Provides social services to prevent abuse, neglect, exploitations and out-of-home placement and preserve families and community living for children and adults with disabilities or the elderly.
- Provides foster care services to reunite families or provide alternative permanent family arrangements (adoption or adult foster care) and/or provides support and stabilization to keep families together.
- Assists with training new employees; maintains complex cases; assigns work in absence of Social Worker III or Supervisor.
- Develops client-specific service delivery plans; evaluates effectiveness of services; develops alternative solutions; monitors cases through home visits.
- Works with and counsels clients; provides guidance to clients regarding housing, parenting, health needs, and other issues and with family support networks to empower natural support system.
- Supervises service to families; recruits, approves, monitors and evaluates service providers; supervises parent-child visitation; provides support to foster families.
- Advocates for clients with other organizations and families; educates community in rights, needs and services.
- Maintains confidential case records and files; enters data into computer system.
- Serves as staff at disaster shelters; assists in coordinating shelter operations during emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of social, economic and health problems; thorough knowledge of social institutions and supervisory principles and methods; general knowledge of individual and group behavior; ability to identify social problems and needs and to assess the ability of individuals and families to utilize services in problem-solving; ability to understand and interpret laws, policies and regulations; ability to prepare reports and maintain records; ability to communicate and establish effective working relationships with clients, associates, other professional and technical staff, social agencies 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, Psychology, Health or related field and considerable experience as a social worker.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, walking, fingering, 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. Possession of or ability to obtain state certification in Child and/or Adult Protective Services.

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