

**GENERAL DEFINITION OF WORK:**

Performs difficult professional work in the support and assistance of County residents in the area of child neglect and abuse; serves as a lead worker for subordinate social workers; does related work as required. Work is performed under the minimal supervision of the Social Services Program Manager.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:****Investigating cases; determining appropriate action; developing service plans; 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.)

- Provides direction, training and assistance to team of employees; serves as team leader; coordinates daily work activities; plans, organizes, prioritizes and assigns work.
- Receives child protective services referrals and requests for information; determines urgency of the calls; reviews the intake/referral for validity and proceeds as appropriate; assigns or conducts family assessments of suspected case of child abuse and/or neglect; interviews the child, family and collaterals to gather data; assesses the safety of the child; removes the child if warranted; initiates court action; observes the home where the child resides; completes and reviews various forms including petitions, affidavits, safety plans, assessments, narratives, etc.; testifies in court.
- In cases where the child remains in the home, provides services to child and family; provides foster care in cases where removal is necessary; develops service plans for both situations.
- Assists foster care staff with provision of information, arrangement for initial services, visits, exams when needed.
- Provides prevention and on-going services in cases where child remains in home but services are requested; makes home visits; refers providers to outside services; monitors cases.
- Enters a variety of information into the computer; prepares and presents various reports and statistical information.
- Provides education to professional community and general public on child protective services policies, procedures, statistics, needs, prevention of abuse and neglect, etc.
- Accompanies workers on visits and meetings when necessary in more difficult cases; provides supervision support and assistance.
- Reviews and signs off on child protective services related records, letters, reports, etc.
- Participates in dispositional meetings and appeals.
- Prepares monthly schedules including on-call rotation for distribution to law enforcement and state agencies.
- Serves as staff at disaster shelters; assists in coordinating shelter operations during emergency situations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of social work theories, standards and practices; thorough knowledge of child and adult abuse and neglect programs, policies and procedures; thorough knowledge of intervention and treatment techniques; ability to identify social problems and needs and to recognize irrational and dangerous behavior; ability to apply crisis intervention methods, counseling techniques and support services to clients; ability to understand and interpret laws, policies and regulations; ability to make and act upon decisions, sometimes with limited information, in a difficult and/or crises situation; ability to communicate ideas effectively in both oral and written forms; ability to prepare reports and maintain records; ability to establish and maintain 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 and accredited college or university with major course work in Social Work, Psychology or related field or a Master's degree in Social Work with 15 years of experience, 10 of those years with and considerable experience in child protective services in a Social Worker II capacity.

**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 crouching, reaching, walking, lifting, fingering, grasping, feeling, 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, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, 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 all requirements for position as specified by the State Department of Social Services.

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

### Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

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