

<b>Position Code: 6211</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: 3</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide support to assigned Social Workers and clients. The class is responsible for the safety and care of assigned clients, crisis intervention, counseling, training, the locating of resources for clients, and clerical tasks. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Assists Social Workers with investigations of abuse, neglect, or exploitation complaints; assists with removal of alleged victim; accompanies Social Workers on out-of-town and in-town placements.
- Schedules appointments for doctor/therapy visits, and transports clients to same.
- Teaches parenting skills to foster and biological parents; observes visits with foster children and family members; counsels foster children and foster parents; enrolls and withdraws children from school.
- Conducts in-home interviews; monitors clients in the home to observe living conditions, behavioral changes, and medical needs.
- Counsels clients on budgeting of funds, personal care, and homemaking/housekeeping; assists with basic bookkeeping tasks; assists clients in gathering data to apply for services; completes applications for Social Security.
- Coordinates services with public and private agencies, and secures benefits and services for client as required; explores resources to aid in payment of medication, utilities, and food.
- Assists with independent living programs; informs Social Workers/Supervisors of client special needs, and changes in medical, personal, or home situations.
- Monitors children returned to the physical/legal custody of biological parents or prior custodians.
- Performs routine office tasks such as record keeping, data entry, typing, filing, telephoning, faxing, and photocopying.
- Attends staff meetings to exchange information; attends workshops and in-service training to improve professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Computes or performs arithmetic operations using data or information.
<b>Interpersonal/People Involvement</b>	Serves others such as customers, attends to their requests and exchanges information with them.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
<b>Mental Requirements</b>	Performs clerical, manual, and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
<b>Decisions/Supervisory Control</b>	Guides others making a few decisions, affecting the individual, a few coworkers, and clients.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in Social Work or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of one month of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record in compliance with City Driving Standards.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

06/10/2013