

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

SOCIAL WORKER 2

DEFINITION

Under immediate to general supervision, as training and experience are gained, performs professional social work within guidelines in a county, area, regional office or institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Applies casework principles to field casework situations, giving assistance to various clientele groups.

Provides basic social work services in programs offered by the Department of Human Services; carries a full caseload.

Provides basic social work services and placement services for dependent, neglected and delinquent children who have been committed to institutions, to assist in facilitating their reintegration into the community.

Serves as a member of an institutional interdisciplinary treatment team; provides casework and group work services.

Performs outreach activities gathering and evaluating information regarding clients or programs, developing an assistance or treatment program, and coordinating activities with relevant community agencies, as directed.

Completes or directs the preparation of necessary records and reports.

COMPETENCIES REQUIRED

Knowledge of the basic environmental and cultural factors inherent in social work.

Knowledge of the principles of human growth and behavior.

Knowledge of interviewing skills and techniques.

Knowledge of community resources.

Knowledge of home finding and placement methods.

Knowledge of current literature and trends in social casework.

Ability to correctly interpret and apply rules, regulations, policies, and procedures governing a social welfare program.

Ability to deal effectively with clients, staff and related community organizations.

Ability to communicate effectively, orally and in writing.

Ability to prepare case records and progress reports.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university;

OR

the equivalent of four years of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full-time qualifying work experience for one year (thirty semester or equivalent hours) of the required education to a maximum substitution of four years.

NOTE:

Designated positions in this job class require applicants to obtain the required Chauffeurs License and endorsements within a period of time as determined by the appointing authority at the time of hire.

NOTE:

At the time of interview, applicants referred to Glenwood and Woodward State Hospital-Schools will be assessed to determine if they meet federal government employment requirements as published in the Federal Register, Section 20-CFR-405.1101.

Effective Date: 03/12 BR