

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3256 **TITLE:** SOCIAL SERVICES SPECIALIST II **GRADE:** S-23

DEFINITION:

Under general supervision, works independently to perform the full range of journey level professional social casework services on a variety of social work cases; performs clinical assessment of social, health, emotional, and economic needs of clients in order to implement a plan of service; makes appropriate referrals; provides consultation; tracks the progress of client through their service plans; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the full performance level for social services specialists. The Social Services Specialist II is distinguished from the Social Services Specialist III in that the Social Services Specialist III performs complex social casework services, and/or assists the unit supervisor with providing guidance and training to staff, and/or serves as policy expert in a specialized area, and/or oversees and coordinates a program or project while the Social Services II works independently to perform the full range of journey level professional social casework services. The Social Services Specialist II and the Social Services Specialist I perform very similar duties, however, the Social Services Specialist I class is reserved for the social services specialist who is either less experienced or performs a specific aspect of the full range of social work services.

ILLUSTRATIVE DUTIES:

Conducts comprehensive clinical assessments and prepares and implements service plans. Works with clients to develop a plan of service to meet social, health, emotional and economic needs. With the client, formulates objectives and identifies actions to resolve the clients' problems.

Advocates for and assists families and individuals in obtaining services (e.g., mental health, mental retardation, alcohol and drug, housing referrals, financial assistance for basic needs, home based services, training and medical services).

Works with the community to identify families, children and individuals needing social services and coordinates these services using a wrap-around approach.

Provides family counseling and conducts mediation services to families in conflict.

Performs emergency removal of children from their homes when required, places children in foster homes and residential programs, and coordinates services for them as needed.

Investigates complaints of alleged abuse or neglect, and in consultation with supervisor, makes assessment of risks posed to clients in accordance with state and local policies, and works to ensure risks are eliminated or minimized.

Provides crisis intervention on a timely basis to clients or families whose well being are seriously and imminently-threatened to include Adult Protective Services and Child Protective Services after-hours.

Represents the agency in court proceedings and prepares testimony and testifies in Juvenile, Circuit, Criminal, Civil and Federal Courts.

Interviews and counsels natural parents, adoptive parents, foster parents and children to be placed in foster homes or residential facilities and those involved in adoption placement. Evaluates child's readiness for placement and recommends placement ensuring compliance with legal provisions.

Conducts and documents interstate and intrastate family home studies to evaluate and make recommendations on the family's ability to provide a safe and nurturing environment for children.

Evaluates and may assist in training foster and adoptive parents.

Communicates and works with colleagues, clients and the community in a manner that supports the agency and program goals and objectives.

Participates as a contributing member on interagency, multi-disciplinary teams, community groups and professional organizations.

Collaborates and contributes to child specific teams on non-agency cases as assigned to assist in identifying community resources and services for families.

Participates, collaborates and contributes to Comprehensive Services Act activities for families on caseload.

Provides training and community education on a variety of social work topics.

Assesses and authorizes purchase of social services to qualifying clients that will help to meet their social, health, emotional and economic needs.

Conducts home visits to families for the purpose of monitoring, counseling and supervision.

Recruits, develops, trains, and monitors individual service providers.

Recruits volunteers and manages volunteer services.

Uses automated technology and hard copy files to maintain and update case data, notes, documents, records, contacts and summaries of information.

Maintains case notes, documents and records, enters and updates case load data, contacts and summaries of information. Prepares and provides reports on casework.

Performs or reviews initial assessment of client's presenting need and conducts additional assessment as necessary to develop a coordinated service plan which establishes goals, tasks, and time frames with appropriate County and community based service providers.

Addresses, and if necessary diffuses, initial crisis situation with clients, assesses safety issues and refers clients to emergency services as needed (e.g., mental health services, child protective services, adult protective services, women's shelter, homeless shelter).

Demonstrates expertise in community service resources to identify, classify and describe services that address a broad array of client service needs -- collaborates with service delivery professionals from all disciplines to identify service resource information requirements -- translates those requirements into an automated catalog of resources necessary for client referrals and the development of client service plans.

Negotiates, facilitates, and coordinates the creative use of limited community-based service alternatives and assists staff from other County human service agencies in creative use of community resources; consults with community-based organizations (CBO) staff on resources and service strategies which support service area work with individuals and families.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of social work.

Knowledge of current social service problems and methods/approaches to address issues.

Knowledge of regulations and guidelines relating to the assigned area of social service specialization.

Ability to analyze case information and to reach sound decisions on the basis of such information.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to use automated technology to establish and maintain case records.

Ability to maintain professional ethics and confidentiality of client information.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to schedule and manage workload sufficiently to meet deadlines.

EMPLOYMENT STANDARDS:

Graduation from an accredited four-year college or university with a bachelor's degree, plus two years of professional social work experience. A Master's degree in a related field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

New County employees must satisfactorily complete a criminal background check and a check of the Child Protective Services Registry.

Driver's license or ability to efficiently access other means of transportation in order to visit clients in their homes and to meet with community service providers.

Some positions may require oral and written bilingual competency in English and a second language.

RETITLED:	July 1, 2013
REGRADED:	July 8, 2006
REVISED:	June 17, 2005