

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3258 **TITLE:** SOCIAL SERVICES SPECIALST I **GRADE:** S-20

DEFINITION:

Under close supervision, performs entry-level social work 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 clients through their plans; **OR** performs a specific aspect of the full range of professional casework services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in the Social Services Specialist I job class are distinguished from positions in the Human Service Worker class series in that Human Service Workers determine eligibility for services while Social Services Specialist Is assess clients' needs and develops service plans. Social Services Specialist Is differ from positions in the Social Services Specialist II job class in that Social Services Specialist Is are either entry level Social Services Specialist **OR** perform a specific aspect of the full range of professional casework services while the Social Services Specialist IIs work more independently to perform the full range of social work services.

ILLUSTRATIVE DUTIES:

Interviews the client and family members to gather data on their social, health, emotional and economic problems.

Conducts comprehensive client 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 clients, formulates objectives and identifies actions to resolve the clients' problems.

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

Assists applicants and service recipients with identifying and utilizing available resources and refers clients to other public and private agencies and services.

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

Recruits, develops, trains, and monitors individual service providers such as contract service providers and volunteers.

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

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.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

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

REVISED: June 17, 2005