# **DUPLIN COUNTY CLASS DESCRIPTION**

**POSITION TITLE: SOCIAL WORKER III – FOSTER CARE**

**CHILD WELFARE SERVICES**

**(DEPARTMENT OF SOCIAL SERVICES)**

## **GENERAL DESPCRIPTION OF DUTIES**

The purpose of this position is to provide temporary and permanent living arrangements for abused, neglected, and dependent children that the court has found to be at risk in the home of parents/other caretakers through in-depth assessment, counseling and education.

# **SPECIFIC DUTIES AND REPONSIBILITIES**

## EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. Itis not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Recruits, educates, and assesses potential adoptive and foster families.

Helps families identify their own strength s and needs through comprehensive assessment of family dynamics in parenting children of various sexes, ages, races and abilities.

Provides education and counseling to address needs, provide emotional support, and education through classes, one on one contact and involvement with Foster Parent Groups and Adoption Support Groups.

Provides counseling and referrals for foster children transitioning into adoptive placements, provides education and treatment options for adoptive families prior to, during, and following the adoption process.

Provides counseling and crisis intervention and consultation with community professionals to prevent placement disruptions during and following adoptions and in foster care placements.

Evaluates placements in independent adoptions and assesses relative/step-parent adoptions through family counseling, and evaluating information acquired through family interactions, consultations with community professionals, and/or correspondence.

Provides case management services in cross county and interstate cases to include counseling, on-going assessments and education for cases of substantiated abuse and/or

neglect when placement with a relative in Duplin County is requested. Includes an initial assessment of the identified relative for the ability to meet children's needs and appropriateness of placement. Provides reports to be utilized for agency and court decisions.

This position receives reports of alleged neglect, abuse, or dependency that may be made in person, by phone, or by mail by anyone who suspects such is occurring.

Completes monthly and weekly reports.

Attends conferences, staff meetings and training. Works at disaster shelters as assigned.

### MARGINAL FUNCTIONS

**While the following tasks are necessary for the work of the unit, they are not an essential parts of the purpose of this position and may also be performed by other unit members.**

Assist in planning events for awareness activities and other special projects.

Assist other workers in monitoring family dynamics and coordinating community services to meet family needs.

Perform other duties as assigned.

**MINIMUM TRAINING AND EXPERJENCE**

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work ·from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); Bachelor 's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in counseling in a human services field and one year of social work or counseling; Bachelor 's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor’s degree from an accredited college or

university and three years of directly related experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, group work, and community problems. Considerable knowledge of a wide range of medical, behavioral, and/or psychosocial problems and their treatment theory. Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. General knowledge of the methods and principles of casework supervision and training. In certain settings, considerable knowledge of medical terminology, disease processes and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client’s problems. Ability to supervise, train, or instruct lower-level social workers, students, or interns in the program. Ability to establish and maintain effective working relationships with members of case load and their families, as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively.

**SPECIAL REQUIREMENTS**

All employees should possess a valid North Carolina driver’s license.

All employees may be requested to perform other duties as assigned.

All employees may be required to assist county operations during a State of Emergency, disaster or other county event.

### ADA COMPLIANCE

Physical Ability: Requires the ability to exert light physical effort in sedentary to light work. Tasks involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight up to 20 pounds. Tasks also involve some climbing, stooping, and walking. Also involved are extended periods of time at the computer or workstation.

Dexterity: Requires the ability to perform simple, coordinated movements utilizing fine motor skills. Such movements would be used in operating office equipment and a motor vehicle.

Sensory Requirements: Tasks require visual acuity and/or visual perception and discrimination. Tasks require the ability to hear or perceive sounds at normal speaking levels and to receive and understand spoken communications. Tasks include the ability to express ideas by means of the spoken word. Tasks include the ability to perceive odors in the immediate environment, which may affect workplace safety and wellbeing as well as that of a child(ren) in a home situation.

Environmental Factors: Tasks involved during client home visits may present some risk of exposure to disease, domestic violence and substance abuse situations, structurally unsafe dwellings, lack of sanitation, and adverse weather. Office tasks are performed in temperature controlled and clean environment.

### PERFORMANCE INDICATORS

Knowledge of Work: Has considerable knowledge of the methods, procedures and policies of Duplin County and the agency. Has considerable knowledge of the organization and programs of the agency and of related agencies. Has considerable knowledge of the principles of social work and good social work practice. Has considerable knowledge of the economic, social, cultural, environmental, and educational stresses affecting clients. Has considerable knowledge of human behavior and child development. Has considerable knowledge of the laws, standards, policies, and regulations governing service delivery and has the ability to interpret and apply same in performing responsibilities. Has the ability to prioritize, plan, and organize workload so

as to achieve maximum effectiveness and accuracy. Has the ability to relate positively and professionally to intra-and interdepartmental personnel and clients served.

Quality of Work: Maintain high standards of thoroughness and accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct and quality deficiencies that occur in areas of responsibility.

Quantity of Work: Performs described Essential Functions and related assignments effectively and efficiently in a manner to produce a quantity of work which consistently establishes standards and expectation.

Dependability: Assumes responsibility for completing assigned duties in a timely, accurate, and thorough manner and in accordance with established standards, policies and procedures. Takes action to ensure workload will be covered during absences.

Attendance: Consistently attends and remains at work and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management when requesting leave.

Initiative and Enthusiasm: Exhibits a positive and proactive approach toward job responsibilities. Has the ability to be a self-starter and to work independently. Contributes ideas, which will enhance work performance and workflow.

Judgement: Exercises sound judgement even under stressful and emergency situations. Seeks advice from supervisory personnel and consults staff when appropriate for decision making. Researches issues and situations and explores various options for resolution. Implements decision in accordance with established policies and procedures and does so with a minimum of errors.

Cooperation: Willingly accepts instructions and direction from supervisory and managerial staff and seeks clarification when necessary and justified. Recognizes the importance and necessity for established policies and procedures and abides by same. Seeks to promote cooperation by gaining basic knowledge of intra and interdepartmental functions, utilizing the appropriate referral process, and making timely response.

Relationship with Others: Accepts role as a team member and willingly shares information and ideas with managers, supervisors, and co-workers. Approaches work with a positive attitude thus contributing to good morale among all employees. Develops and maintains cooperative relationships both intra' and interdepartmentally. Tactfully handles requests, suggestions, and complaints and makes timely response in order to maintain good will. Approaches all situations with respect for the worth and dignity of all individual

Coordination of Work: Plans, organizes and implements daily work schedule. Prioritizes tasks in accordance with established standards for delivery of Foster Care services which set forth expected time frames. Avoids duplication of effort. Anticipates and plans for absences in a manner that is least disruptive to work flow.

Safety and Housekeeping: Adheres to all established safety and housekeeping standard s. Takes personal responsibility for abiding by such standards. Reports any observed safety issues to supervisory or managerial staff.

Planning: Knows and understands expectations and plans and carries out activities in a manner conducive to meeting such standards. Understands the importance of case planning to help parent(s)/caretaker(s) resolve problematic situations so that child(ren) receive safe, nurturing care at home. Recognizes the importance of ownership as a motivating factor and thus actively involves the parent(s)/caretaker(s) in formulating the plans and setting target dates for completion of tasks. Helps parent(s)/caretaker(s) implement the plan and regularly reviews it with them to assess progress and/or need for revisions.

Organizing: Efficiently organizes own work in accordance with agency expectations for workflow, time frames, and productivity. Organizes client records according to agency policy and in a manner, which presents a clear, orderly, and coordinated flow of information and activity.

Staffing: Demonstrates a willingness to mentor new and/or inexperienced staff and student interns as they being to apply social work principles and to help them learn expectations, procedures, policies, and standards.

Leading: Exercises enthusiasm and foresight in guiding parent(s)/caretaker(s) toward achievement of goals and objectives set forth in case plan. Interacts with child(ren) and parent(s)/caretaker(s) in a manner which models appropriate parenting skills and responses to various situations.

Controlling: Contributes toward the establishment and maintenance of a positive work environment which is conducive to good work habits. Has a clear and comprehensive understanding of established policies, standards and procedures and recognizes why adherence to same contributes towards a productive work environment. Directs the flow of services to clients by effectively utilizing case management skills.

Delegating: Helps parent(s)/caretaker(s) accept responsibility for carrying out certain activities in their case plan. Helps parent(s)/caretaker(s) discern which activities are appropriately carried out by them and which are more appropriate to agency personnel.

Decision Making: Exercises discretion and judgement in developing and implementing courses of action relative to assigned cases and workload in general. Makes decisions in accordance with established policies and procedures and seeks supervisory and managerial input and clearance when deviation from said procedures produce more desirable outcomes. Explores alternative solutions to situations based on research and consultation.

Human Relations: Seeks to develop and maintain excellent rapport and positive working relationships with both intra' and interagency personnel. Actively and open-mindedly listens to the recommendations, suggestions, concerns, and opinions of others and gives them due consideration.

Policy Implementation: Has a clear and comprehensive understanding of those policies, which guide job junction. Regularly reviews policy manuals and seeks clarification and interpretation from supervisor as necessary. Adheres to all applicable policies in the discharge of duties and responsibilities.

Policy Formulation: Stays abreast of changes in operating philosophies and policies through routine review of applicable manuals and policy statements. Implements changes in a timely manner. Makes recommendations and suggestions to supervisory and managerial staff for policy changes which could enhance performance and productivity.

***Disclaimer:*** *This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Employees may be requested to perform job related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an employee/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the employee/applicant when possible. This job description is not an employment contract. Duplin County reserves the right to modify job duties or job descriptions at any time.*

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Employee Signature Supervisor’s Signature

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Date Date