Social Worker

Job Code	Job Title	Pay Grade
4205D1	Social Worker Specialist	29
4203D1	Social Work Supervisor	30

CONCEPT:
This is social work in the field of social services.

TASKS:
SW Specialist

- Provides consultation on extremely complex case situations; reviews current literature and develops and designs interventions for intensive service or treatment.
- Mentors social workers in integrating theoretical social work knowledge with application as practiced in the agency. Maintains qualitative and quantitative standards for workers' in-training performance, ensures that work assignments are carried out, and may recommend performance evaluation ratings and personnel actions. May also serve as team leader or provide limited supervisory responsibility for some staff.
- Reads and studies groups of cases for quality assurance, identifying those needing further attention, special diagnostic study, consultation, or complementary services, and those needing additional information or action to comply with agency requirements.
- Assists in the development of individual outcome measures and measurement and analysis of performance.

SW Supervisor

- Provides administrative and program supervision insuring that effective social work programs are operational in accordance with laws, rules, and regulations; recruits, hires, and trains lower level social workers; prepares employee performance expectations and evaluations; counsels subordinates on work performance.
- Interprets state and/or federal requirements, standards, and criteria for administering social service programs in local units or in designated areas.
- Provides input in the formulating of policies and procedures for social work programs in the areas of mental health, child welfare, or rehabilitation of youth, or for a major phase of a veterans' facility, regional, clinic, or hospital program.
- Plans and conducts social service staff training in program specialties; collaborates with other disciplines in preparation of training programs for their respective areas of specialization.
- Plans, schedules, and holds case conferences with other disciplines, such as psychiatry, medicine, psychology, nursing, special education, or child care and recreation, for diagnostic formulation, treatment planning, review, and evaluation; represents the agency, clinic or hospital at staff meetings, interpreting, and enforcing policy.
- Identifies and recommends areas of program and practice for research; participates in the development of research design; participates in the collection and preparation of research design and data; participates in conducting analyses of local program operations.
- Represents the agency, clinic, or hospital as speaker, consultant, seminar leader, or resource person; confers with public officials and citizen organizations; participates in community welfare activities and serves as liaison with other agencies and disciplines.

LEVELS OF WORK

- Class Group consists of two classes.

Social Worker Specialist: Work involves providing social services to help individuals enhance their social functioning and to resolve or ameliorate their social problems. Work also involves quality assurance, mentoring, providing specialized training, providing consultation on extremely complex cases, or serving as an expert resource on a complex program or system of complex social services.
Minimum Requirements: License to practice social work in the State of Kansas at the time of hire.
Necessary Special Requirements: Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Social Work Supervisor: This is supervisory work in a social work program. Work involves administering and coordinating a comprehensive social work program in an area, section, or facility. Work includes reviewing, planning, and implementing program policies, procedures, and guidelines. Medical and institutional treatment work in clinical settings includes a major responsibility for administration, supervision, and coordination of social work in the treatment unit or program, special teaching responsibilities for other disciplines, such as training in family or marital therapy, and training lower level workers.
Minimum Requirements: License to practice social work in the State of Kansas at the time of hire and one year of experience as a social worker.
Necessary Special Requirements: Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

REF: 12/13
REV: 6/23
REV: 6/24