



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SOCIAL SERVICE WORKER I

Job Number: 20001125

Job Code: 62200V160916

Job Group: 6200 - HUMAN SERVICES

Job Established: 04/16/1999

Job Revised: 09/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$17.254 - Hourly

\$2,803.72 - 37.5 Hr. Monthly Salary

\$2,990.64 - 40 Hr. Monthly Salary

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides entry level professional social work services to families, individuals and/or juvenile offenders through the assessment of client needs and the provision of social services; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in social work, sociology, psychology, marriage and family therapy or a related field.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

If appointed to the Cabinet for Families and Children or to the Department of Juvenile Justice, an employee in this classification must furnish to the appointing authority within one month of appointment documentation that he/she possesses a valid driver's license and must maintain a valid driver's license for the length of employment in this classification

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under direct supervision, provides family or community based, preventive services including, but not limited to, child protection, adult protection, juvenile justice, guardianship services, adoption services and services to juvenile offenders. Provides services to patients in a mental health/mental retardation facility and to children with special health care needs. Interviews clients and explains or interprets agency services. Investigates complaints of abuse/neglect of children, spouses, and/or adults. Makes home visits, assesses the need for services and provides on going family based services. Works as a member of a team with paraprofessional and professional staff to ensure unified service provision. Develops service objectives and service plans, makes appropriate referrals, provides and coordinates needed services. Recruits and studies adoptive/foster home/family care home applicants. Assists in the placement of children or juveniles in adoptive/foster/family care homes or juvenile facilities. Conducts individual and/or group counseling. Assists in orientation of new patients to the mental health/mental retardation program. Assists with formulation of patient treatment plans and discharge plans. Maintains current and confidential case records. Arranges for or provides transportation if unavailable from any other source. Investigates/verifies information, prepares court reports, testifies at court hearings and/or monitors conditions set by the court. Determines client's eligibility for services. Enters data into computer system and maintains records.

**UNIQUE PHYSICAL REQUIREMENTS:**

May be required to physically restrain individuals.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office/facility or residential program setting and visits clients and/or families at their residence. Provides emergency services on 24-hour basis, including accepting referrals and completing investigations at any hour without prior warning. As a result of enforced intervention, the worker runs the risk of physical harm.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.*