

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Clinical Social Worker I/II  
**ALLOCATION:** Probation  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** January 1995  
**REVISED:** December 2012

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### **JOB SUMMARY:**

Provide intervention, referral, counseling, treatment and intensive case work and case management to victims of crime, families in crisis or families identified as "at risk" and referred by a social service agency; and perform related work as assigned.

### **Clinical Social Worker I:**

Initially under close supervision, incumbents perform the more basic case work and intervention while learning County and departmental policies and procedures and becoming familiar with departmental and programmatic systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Clinical Social Worker II and incumbents may advance to the higher level after becoming licensed as a Clinical Social Worker or as a Marriage, Family and Child Counselor, gaining experience and demonstrating proficiency which meet the qualifications for the higher level. This is the entry level in the clinical social worker series.

### **Clinical Social Worker II:**

Under general supervision, the incumbent performs the full range of professional duties. This is the journey level in the clinical social worker series. The Clinical Social Worker I is distinguished from the Clinical Social Worker II in that the latter holds a legally required professional licenses and performs the full scope of the duties of this series.

### **CLASS CHARACTERISTICS:**

This position reports directly to Victim Witness Program Manager. This class series is distinguished from other Social Services classes by the requirements for the clinical licensure to provide counseling and crisis mitigation.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Provide intervention and assessment to referred clients and their relatives; provide intensive and immediate therapy and counseling services to clients and families in crises.
- Provide therapeutic services in a clinical setting to address client concerns; evaluate emotional needs and status and assess problems; develop and implement a specific treatment plan for each client or family.
- Conduct both individual and group therapy programs; develop clinical programs and materials.
- Prepare social case history documentation with particular emphasis upon psychosocial factors affecting family and individual functioning .
- Make referrals to, confer with and cooperate with other staff members and with staff of community agencies and medical providers in carrying out treatment plans.
- Develop and utilize computer applications related to the work.
- Prepare a variety of written materials, including case notes, referrals, requests for information, client instructions, correspondence, reports and informational materials.
- Maintain or direct the maintenance of accurate records and files.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend meetings, respond to crisis, and visit clients.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

#### **Clinical Social Worker I:**

- Principles and practices of clinical social work.
- Principles of client intervention, assessment and treatment plan development.
- Community resources available for client support and assistance.
- Human behavior and performance; individual differences in ability, personality and interests; learning and motivation.

- Group behavior and dynamics, societal trends and influences, ethnicity, cultures and their history and origins.
- Case management and analytical techniques.
- Computer applications related to the work.
- Record keeping and report preparation practices and techniques.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including the meaning and spelling of words, rules of composition and grammar.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often where relations may be difficult or strained.

**Clinical Social Worker II (in addition to the above):**

- Practices of client intervention, assessment and treatment plan development.
- Techniques of counseling in individual and group settings.
- Applicable laws, codes and regulations governing this professional field.

**Skill in:**

**Clinical Social Worker I:**

- Bringing others together and trying to reconcile differences.
- Obtaining and documenting pertinent social and personal information for assessment and case planning.
- Providing effective short-term intervention.
- Developing effective treatment plans.
- Maintaining accurate files and records.
- Preparing clear, concise, accurate and effective reports, correspondence and other written materials.
- Representing the County in meetings with groups and individuals.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Clinical Social Worker II (in addition to the above):**

- Independently conducting effective individual and group counseling sessions.
- Organizing own work, setting priorities and meeting critical deadlines.
- Defining issues, performing social services research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Monitoring/Assessing performance of self, individuals, or organizations to make improvements or take corrective action.
- Being aware of others' reactions and understanding why they react as they do.
- Persuading others to change their minds or behavior.

**Ability to:**

**Clinical Social Worker I:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain client rapport on an individual basis.
- Develop skill in interviewing, case recording, and interpretation and combine pieces of information to form general rules or conclusions in developing clients' service plans.
- Use initiative and independent judgment within general policy guidelines.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Require individual accountability and responsibility by immediately responding to behavior.
- Maintain composure in difficult situations.
- Establish, balance and adjust priorities on a continuous basis.
- Observe, receive and obtain information from all relevant sources.

**Clinical Social Worker II (in addition to the above):**

- Apply the principles of psychology and family relationships.
- Evaluate personal psychological factors in the child, adult and/or family's situation.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult circumstances.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or

without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle.

Certain projects may require additional physical demands resulting in a more stringent medical exam. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work in a typical office setting.
- Drive a motor vehicle.
- Potential exposure to contagious or infectious diseases.
- Work with hostile or abusive individuals.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possess and maintain a valid California Class C driver's license within ten (10) days of employment.
- Clinical Social Worker I must possess California licensure as a Marriage and Family Therapist Intern (IMFT), Associate clinical social worker (ACSW) or Professional Clinical Counselor Intern (PCCI).
- Clinical Social Worker II must possess California licensure as a Clinical Social Worker (LCSW); a Marriage and Family Therapist (LMFT) or Licensed Professional Clinical Counselor (LPCC).

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Work extended hours or be called-back in emergency situations.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**CLINICAL SOCIAL WORKER I**

**MINIMUM:** Equivalent to a Master's degree from an accredited college or university with major course work in social work, counseling or a related field and registration as one of the following: California licensure as a Marriage and Family Therapist Intern (IMFT), Associate clinical social worker (ACSW) or Professional Clinical Counselor Intern (PCCI).

**PREFERRED:** In addition to the minimum, experience in professional level family and child counseling in a social work or psychological setting.

**CLINICAL SOCIAL WORKER II**

**MINIMUM:** In addition to the requirements for Clinical Social Worker I, two (2) years of professional level family and child counseling in a social work or psychological setting; and possess one of the following: California licensure as a Clinical Social Worker (LCSW); a Marriage and Family Therapist (LMFT) or Licensed Professional Clinical Counselor (LPCC).

**PREFERRED:** In addition to the II-level minimum, additional years of professional experience as described above.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Probation Dept. Approval: Jim Arnold  
Date:

EEOC: B  
WC: 9410

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_