

## CLASS SPECIFICATION

Yuba County

June 2005

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**CLASS TITLE:** Clinical Social Worker I/II

**FLSA STATUS:** Non-exempt

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### **JOB SUMMARY:**

Provides intervention, referral, counseling, treatment and intensive case work and case management to victims of crime, families in crisis or families identifies "at risk" and referred by social service agencies; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

Clinical Social Worker I is the entry level class in this professional counseling series, with incumbents not possessing the requisite licensure being registered with the state as an MFCC or LCSW intern. Initially under close supervision, incumbents perform the more 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 and gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Clinical Social Worker II is the experienced level in this series, fully competent to perform the full range of professional duties. Successful performance of the work requires a thorough knowledge of intervention, counseling and case management techniques and the ability to exercise sound independent judgment within established guidelines. This class is distinguished from other Social Service classes by the requirements for the clinical licensure to provide counseling and crisis mitigation.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Provides intervention and assessment to referred clients and their relatives.
- Provides intensive and immediate therapy and counseling services to clients and families in crisis.
- Evaluates emotional needs and status and assesses problems; develops and implements a specific treatment plan for each client or family.
- Conducts both individual and group therapy programs.
- Prepares social case history documentation with particular emphasis upon psychosocial factors affecting family and individual functioning.
- Makes referrals to, confers with and cooperates with other staff members and with staff of community agencies and medical providers in carrying out treatment plans.
- Develops and utilizes computer applications related to the work.
- Prepares a variety of written materials, including case notes, referrals, requests for information, client instructions, correspondence, reports and informational materials.
- Maintains accurate records and files related to areas of assignment.

**Important:**

- Uses standard office equipment, including a computer, in the course of the work.
- Drives a motor vehicle in the course of the work.

**QUALIFICATIONS:**

**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.  
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 spelling, grammar and punctuation.  
Techniques for dealing with the public, in person and over the telephone, often when 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.  
Principles and practices of case management.  
Applicable laws, codes and regulations governing this professional field.

**Skill in:**

Clinical Social Worker I

Obtaining and documenting pertinent social and personal information for assessment and case planning.  
Providing effective short-term intervention.  
Developing effective treatment plans.  
Maintaining accurate records and files.  
Preparing clear, 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.  
Using initiative and independent judgment within established procedural guidelines.  
Organizing own work, setting priorities and meeting critical deadlines.  
Dealing successfully with the clients, in person and over the telephone, often where relations may be difficult or strained.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment and to drive a motor vehicle in order to visit client homes, community agencies and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Work extended hours or be called-back in emergency situations.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.
- II Level must a Possess California Licensure as a Clinical Social Worker, a Marriage, Family and Child Counselor or a registered Psychological Assistant with the California Board of Behavioral Scientist Examiners.

**Background:** The minimum and preferred requirements for this position are described below:

**Clinical Social Worker I:**

**Minimum:**

Equivalent to possession of a Masters degree from a college or university with major course work in social work, counseling or a related field and registration with the California Board of Behavioral Scientist Examiners as an MFCC or LCSW intern.

**Preferred:**

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

**Clinical Social Worker II:**

**Minimum:**

Equivalent to possession of a Masters degree from a college or university with major course work in social work, counseling or a related field and registration with the California Board of Behavioral Scientist Examiners as an MFCC or LCSW intern **AND** two (2) years of professional level family and child counseling in a social work or psychological setting, **AND** possess California Licensure as a Clinical Social Worker; **OR** a Marriage, Family and Child Counselor **OR** a registered Psychological Assistant with the California Board of Behavioral Scientist Examiners.

**Preferred:**

In addition to the minimum, additional years of experience as described above.

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

Dept Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Personnel Initials: \_\_\_\_\_  
Date: \_\_\_\_\_