

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 05/19/22

Closing Date: 05/27/22

TITLE: Senior Social Worker, Juvenile Rehabilitation

SALARY: \$36,500

Hours: 40 X 35 ___

DEPARTMENT: Human Services/Intergenerational Services

Union: X Mgmt ___

LOCATION: Northfield

NJCSC Test Required: Yes X No ___

Grant Funded: Yes ___ No X

DEFINITION

Under direction working with the juvenile court or related authorities, provides social work services to juveniles and takes the lead over social workers; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Two (2) years of experience in social work involving the care and welfare of juveniles.

NOTE: Possession of a Master's degree in Social Work or Social Welfare from an accredited college or university may be substituted for one (1) year of indicated experience.

EXAMPLES OF WORK:

Takes the lead over other social workers by giving them guidance/direction, reviewing their work assignments/reports, and answering any questions concerning their duties/responsibilities.

Distributes and balances workload among employees in accord with established work flow or job specification, and ensures timely accomplishment of workload and that each employee has enough work

to be kept busy.

Observes status/progress of work and makes necessary adjustment in accord with established priorities; notifies supervisor as to work progress/status; requests advice or needed information concerning problems that arise; passes on to other workers instructions received from the supervisor; and demonstrate proper work methods.

Answers questions of other workers as to procedures, policies, regulations, and instructions, and instructs them in specific tasks and job techniques.

Checks on work in progress and completed to see whether supervisor's instructions have been carried out properly.

Answers questions of the supervisor on overall work operations/problems.

Gives on the job training to new employees in accord with established procedures/practices, and informs them of available services and agency regulations.

Resolves simple informal complaints of employees and refers all others to the supervisor.

Informs supervisor as to employee progress and training needs and makes suggestion as to discipline matters, promotions, reassignments, dismissals, and other personnel problems.

Provides individual/group counseling to juveniles.

Helps to alleviate any problems encountered by juveniles who have been confined by discussing such problems with the juvenile and staff.

Confers with agency staff to further their understanding of significant social/emotional factors underlying the juvenile's behavior.

Discusses the juvenile's problems, behavior, and adjustment with parents.

Arranges medical/psychological examinations of juveniles.

Gathers social, historical, vocational, and educational background of juveniles and their families, and evaluates findings to establish a plan for providing rehabilitative measures.

Works closely with concerned agencies/individuals in providing social services to juveniles.

Focuses attention of other professional staff on those factors which may have caused or are causing the juvenile's problems.

Functions as catalyst for the systematic examination of theoretical rationales for changes in the juvenile's environment which affect his/her behavior.

Works closely with juvenile court and juvenile welfare system in providing social services.

Determines how/when to use other community mental health and juvenile welfare resources.

Prepares reports.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of the purposes, policies, standards, and procedures involved in doing social work involving the health, physical welfare, and social adjustment of juveniles.

Knowledge of socially, mentally, and/or physically maladjusted juveniles.

Knowledge of factors which cause social adjustment and behavioral problems among juveniles

Knowledge of problems encountered in collecting/analyzing factual information necessary to passing on individual cases, drawing sound social conclusions based on findings, and initiating appropriate actions as a result of findings.

Knowledge of social casework methods/terminology

Knowledge of organizational objectives and activities of varied types of public/private social agencies.

Knowledge of individual/group behavior.

Knowledge of individual and community health problems.

Knowledge of procedures to be followed in establishment/maintenance of casework and other records and files

Ability to analyze laws, rules, regulations, and procedures and to apply them with reasonable consistency to individual cases.

Ability to organize assigned social work and develop effective work methods.

Ability to counsel juveniles with social adjustment and behavioral problems

Ability to work harmoniously with associates, families, children, and social organizations.

Ability to collect/appraise factual information and social relations of juveniles and their families.

Ability to learn quickly significant facts in an individual or family situation and to weigh/evaluate such facts.

Ability to plan/execute programs for social readjustments of juveniles on the basis of findings.

Ability to provide guidance, advice, and instructions to other social workers.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

**Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401**

- We are an Equal Opportunity Employer -