

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 06/10/19

Closing Date: 06/17/19

TITLE: Social Worker, Institutions

SALARY: \$31,543 - \$37,462

Hours: 40 35 ___

DEPARTMENT: Human Services

Union ___ Mgmt

LOCATION: Northfield

NJCSC Test Required: Yes No ___

Grant Funded: Yes ___ No

DEFINITION

Under direction in an institution, performs office and field work involved in providing needed social assistance for clients; does related work as required.

NOTE: The definition and 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 meet the above education requirement may substitute experience in social work having responsibility for gathering social information from clients, determining their needs, and planning and carrying out treatment plans geared to the needs of individual clients on the basis of one (1) year of experience being equal to thirty (30) semester hour credits.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EXAMPLES OF WORK:

Organizes assigned tasks concerned with social problems of clients and develops effective work methods.

Observes patients during group social therapy and activity sessions.

Meets with individual clients in the institution and at their home when so assigned by superiors.

Assists the Program Coordinator and Program Director in the evaluation of patients.

Investigates cases to ascertain if they are eligible for hospitalization and/or admission to or discharge from other institutions.

Discusses problems relating to a successful reentry into the community such as schooling, finances, recreation, religious activities, health, and home relationships.

May aid the family and patient in resolving problems.

Prepares social casework histories.

Contacts and maintains cooperative relationships with private and other public social agencies in the community.

Prepares reports in the form of case entries.

Arranges for those in need of psychotherapy to be seen by a psychiatrist.

Plans and arranges vocational, employment, and/or educational placement for clients.

Participates in professional and related meetings and conferences.

Maintains essential records and files.

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

KNOWLEDGE AND ABILITIES:

Knowledge of modern sociological and psychological principles and practices.

Knowledge of the purpose, policies, standards, and procedures involved in doing social work involving the health, physical welfare, social adjustment, and/or employment of persons socially, mentally, and/or physically maladjusted.

Knowledge of problems encountered in collecting and analyzing factual information needed in passing on individual cases, drawing sound social conclusions therefrom, and basing appropriate actions thereon.

Knowledge of social casework methods and terminology.

Knowledge of welfare laws in New Jersey after a period of training.

Knowledge of the organization, objectives, and activities of varied types of public and private social agencies in New Jersey after a period of training.

Knowledge of individual and group behavior.

Knowledge of individual and community health problems.

Knowledge of the establishment and maintenance of casework and other records and files.

Ability to analyze, comprehend, and interpret data in the conduct of supportive group, individual, and adjunctive activity therapies.

Ability to establish and maintain a professional relationship with patients and staff.

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

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

Ability to collect and make appraisals of factual information and social relationships of individuals and families.

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

Ability to plan and execute programs for social readjustment on the basis of findings.

Ability to maintain essential records and files.

Ability to learn 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, or communicate in English sufficiently to perform the 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 the 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 -