ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

TITLE: Social Worker

SALARY: $43,000

DEPARTMENT: Family and Community Development

LOCATION: Atlantic City

DEFINITION

Under direct supervision of a Social Work Supervisor in a county welfare agency, performs office and field work required in providing continuing preventive and rehabilitative social services to clients and their families; 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.

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 essential duties of the position.

EXAMPLES OF WORK

Meets with clients at the office and/or clients' homes, asks questions regarding their social, economic, and emotional situation, records their responses, and when possible observes their home environment and family
interactions to gain understanding of their problems to determine factors contributing to these problems and steps that can be taken to alleviate them and/or to determine their eligibility for social services.

When specialized or long-term services are required, may refer client to other service units such as housing, family planning, and so forth to meet client's specific needs adequately.

Based on assessment of client's problems, formulates a service plan with the client which specifies long and short term goals and methods and resources to be utilized to achieve these goals to ensure that the best possible course of action will be followed to meet client's needs.

Refers clients to appropriate service providers for medical care and treatment, drug or alcohol rehabilitation, housing, employment, training, counseling, and so forth.

Coordinates services for the client by arranging for in-service delivery with other agencies, internal units, or other members of the social service staff.

Discusses clients' problems with them and provides advice and information regarding family planning, budgeting, parenting skills, personal problems, and so forth.

Makes follow-up contacts with clients and/or service providers on an ongoing basis to discuss client's progress and to determine whether original goals of the casework plan are being met; if necessary, revises the service plan to accommodate new or changing needs.

Visits boarding homes or other care facilities at least semiannually to determine if clients are receiving quality care and to provide information and referral services to all residents of boarding homes, rooming houses, and licensed residential health care facilities.

Acts as client's advocate in such ways as securing emergency payments when electrical or other services are discontinued, when checks are lost or stolen, or when eviction is eminent and/or by providing protective services to ensure their well-being.

Appears in court or at a hearing to testify regarding a particular case or to act as an expert witness regarding welfare regulations.

Prepares narrative reports, board requests, or requests for service payments, and completes forms which document the entire casework process with each client including the client's problems, service plan, progress, and unusual occurrences as mandated.

In compliance with the Rooming and Boarding House Act of 1979, investigates all complaints of abuse, neglect, exploitation, or threats of same to ensure protection and safety of clients.

Through reading social work literature, contacting other agencies, and attending seminars and in-service training sessions, obtains information to continually update resources and gain new knowledge relating to the social work field.

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 principles and techniques of conducting interviews and acquiring information from clients who are in need of social services.
Knowledge of problems associated with the economically disadvantaged and culturally different, ill and disabled individuals, juvenile delinquents, the elderly, and drug/alcohol abusers.

Knowledge of principles and techniques of counseling clients regarding personal, economic, emotional, and social problems.

Knowledge of functions of available community resources including social security, vocational rehabilitation, mental health, homemaker services, visiting nurses, and so forth.

Knowledge of principles and techniques of maintaining effective interpersonal relations including techniques of handling various types of client-worker interaction and developing liaisons with other agencies.

Knowledge of principles and techniques of preparing narrative reports.

Knowledge of techniques of effective written expression including grammar, word usage, and conciseness.

Knowledge of techniques of conducting investigations regarding abuse.

Ability to differentiate between objective fact and subjective interpretation of the client.

Ability to obtain social data on applicants for assistance.

Ability to understand and accept the family centered focus in working with clients.

Ability to analyze and evaluate case records including preparation of summaries for other agencies and professional consultants.

Ability to establish and maintain relationships within and outside the agency in a professional manner.

Ability to organize own time in an effort to meet assigned situations and work demands.

Ability to maintain essential records and files and complete standard forms for documentation.

Ability to apply principles and practices of social work.

Ability to interpret rules and regulations applicable to the county welfare agency.

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 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/](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

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