

SOCIAL WORKER

NATURE OF WORK

This is advanced social service work providing program services to the Public Defender clientele.

Work involves responsibility for client case management including assessment, planning, advocacy and follow-up; coordinating, managing and evaluating services; networking with community agencies and developing outreach contacts on behalf of and in support of clients. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences, achievement and effectiveness of program goals.

EXAMPLES OF WORK PERFORMED

Provide professional social work services; arrange for assistance with problems related to substance abuse, mental health, food, shelter, transportation, employment, personal and family development, parenting, child care, and education.

Interview clients to obtain information related to their family and personal history, educational and employment background, financial resources; assess their eligibility for social services programs.

Perform mental health assessment and substance abuse evaluations.

Match eligible clients with appropriate services; make referrals to other social service agencies when appropriate.

Interact with clients to assess the impact of the services that have been received, review the client's progress; assess the need for additional services.

Communicate with representatives of other social service/community agencies to share program information, coordinate services and resolve problems.

Maintain thorough records regarding services provided to clients; prepares reports.

May supervise interns.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of executing social service work and delivering programmatic services.

Knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes.

Knowledge of the functions, programs and services provided by various community agencies.

Some knowledge of program development, management and evaluation within a larger organizational structure.

Ability to interpret standards and regulations which impact programs or program areas and compose relative policies and procedures.

Ability to establish and maintain effective working relationships with coworkers, clients and families in adverse circumstances, community agencies and service providers and the general public.

Ability to communicate effectively both orally and in writing including facilitating meetings and delivering presentations and reports.

Ability to maintain statistical and confidential client records.

MINIMUM QUALIFICATIONS

Masters degree in social work, psychology, sociology or guidance and counseling or related field plus two years of experience working with people dealing with mental health or substance abuse issues, the legal system or correctional system including six months of supervisory experience or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Licensed as a clinical social worker (LCSW) in the State of Nebraska [CMSW & LMHP].

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.