



COUNTY OF HIDALGO

Human Resources Department

Job Title: **SOCIAL WORKER**
Grade: 12

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Provides social work services to clients and families to include case management, psychosocial and/or resource needs assessments. Utilizes community resources to assist clients and their families and provides client/family education, training, and/or advocacy. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists client and/or their family in assessing their psychosocial and/or resource needs assessment and obtains maximum benefit from all available sources

Develops and implements client/family treatment plans and monitors progress. Conducts periodic and final assessments to determine progress, client barriers, follow-up needs and client outcomes as necessary

Provides direct supportive counseling and crisis intervention to individuals and/or their families to increase their ability to overcome and prevent crisis

Promotes progress and assists clients toward self-sufficiency, health and well being

Provides short or long-term case management and service coordination to ensure maximum self-sufficiency and non-institutional living

Utilizes community resources to assist client in learning to live as a self-sufficient member of the community, including, but not limited to medical resources, local, state and federal agencies, community-based agencies and other resources

Participates in community collaboration for resource development and elimination of duplication of services

Provides client/family education, training and advocacy related to their current situation

Maintains current knowledge about resource availability, service costs, and budgetary parameters and remains fiscally responsible in carrying out all case management functions and activities

Participates in evaluative and quality assurance activities designed to monitor the appropriateness and effectiveness of both the service delivery system in which case management operates as well as the case manager's own case management services

Ensures full professional accountability

Writes informational reports, compiles data/information in accordance with professional standards and policies

Participates in case reviews involving client/family and other service providers

Refers citizens to appropriate agency or program when needed

Interviews clients for possible referrals to other social agencies

Reviews and interprets regulations pertaining to the administered programs, if applicable

Establishes and maintains effective working relationships with clients and other social service and/or governmental agencies

Assists clients in applying for financial, medical and social assistance and other related factors contributing to the clients situation

Depending on department assigned, may provide social assistance to incarcerated or paroled defendants, assist in trial preparation, and/or provide counseling to underprivileged clients/families

Acts as a liaison between all the parties involved (which may include attorneys, health organizations, community agencies and/or other organizations)

Performs all other related duties as assigned

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a Bachelor's degree in Social Work, Health Education, Psychology or Criminal Justice

Preferred: Master's degree in Social Work, Health Education, Psychology, Criminal Justice

Two (2) years of experience in social work counseling individuals in crisis/trauma situations

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Licensed under the Regulation of Social Work Practitioners Act of the State of Texas and will be required to maintain during employment

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Knowledge of the principles and methods of field inspection

Must have planning and organizational skills

Skill in conducting inspections and interviews, in determining proper courses of action, and knowledge in using techniques, guidelines and standards to perform inspections

Ability to prepare reports, interpret laws and regulations

Ability to plan, assign, and/or supervise the work of others

Bilingual (Spanish and English) with the ability to converse fluently in both languages

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations