



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **SOCIAL WORKER (DRO)**  
Grade: 14

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*The County of Hidalgo Department of Human Resources 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 Department of Human Resources.*

### **GENERAL DESCRIPTION**

The social worker position in the Domestic Relations Office, works as part of a team to provide support to the Family Courts as well as the individual families in the process of Divorce or Separation. The social worker will primarily provide custody and access recommendations to families, representative attorneys and the Courts, by conducting Child Custody Evaluations. This position is also responsible for facilitating agreements between Master Court parents in the area of access and possession.

### **EXAMPLES OF WORK PERFORMED**

#### **Child Custody Evaluations**

- Conduct personal interviews of all relevant parties
  - Review and interpret the impact of any pending (and past) legal court actions
  - Observe the child in each household environment, observe child with each parent
  - Assess each parent's concerns regarding other parent
  - Assess each parent's plan for custody, medical care and financial support
  - Review each parent's involvement to date with the child in question
  - Review each parent's strengths and limitations
  - Evaluate the home environments
  - Review criminal history and CPS involvement for each individual residing in each residence
  - Analyze all information gathered and make recommendations for custody and access
  - Document all case activities in the automated and manual files
  - Attend meetings and review difficult case issues with the Director
  - Attend trainings as needed to maintain current requirements for the job description
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Testify in court hearings

**Access Facilitations**

Attend Master Court Establishment hearings as needed

Meet with parents to explain/explore what Standard Visitation and Extended Standard means; provide alternative options for discussion

Discuss plans for either parent to leave the area (domicile restriction issues)

Determine what each parent is requesting and guide the discussion to an access schedule both can agree on

Draft a written version of their agreement and obtain signatures by both parents

Coordinate with any attorney representation and provide electronic copies of agreement

Notify the Court of results

Enter all activities on electronic record and maintain relevant documents

Track activities on agreements reached and those with the need for further court hearings

Coordinate tracking of case activities with the Office of the Attorney General

**Training**

Create and present classes to parents and families experiencing divorce and separation. The curriculums will present the concepts of co-parenting and encouraging behaviors that are in the best interest of children.

**EDUCATION AND EXPERIENCE**

Graduation from a US accredited College or University with a Master's Degree in Social Work

Two (2) years of experience providing clinical and therapeutic social work services through the application of the principles, methods, and procedures of professional social work to clients.

**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 principles, methods and techniques of social services, including case management, assessment, coordination/referrals, research, mediation, report writing, and oral communications

Knowledge of the use of mediation in Family Law cases

Knowledge of protocols and methodology for assessment, evaluation and documenting physical, psychological, and mental development

Skill in handling confidential information

Skills in identifying potential ethical issues and seeking advice/counsel when ethical issues arise or require clarification

Skill in preparing detailed narrative reports, correspondence and other written materials

Ability to testify effectively at trial, sentencing or other hearings

Ability to communicate effectively and professionally, in person and in writing

Ability to work calmly and respond courteously when in stressful situations

Skill in working with a variety of individuals from diverse backgrounds

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

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

#### **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