

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
SOCIAL WORKER 5

DEFINITION

Performs administrative, consultative, or specialized social service work as determined by the standards in a district office, institution, or central office; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions and reassignments.

Develops and implements a formalized review process to monitor service case actions of administrative service units in a district office.

Provides information and consultative services to district service staff to keep them informed of new developments and programs to provide technical assistance when needed.

Represents the department on a consultative basis to County Boards of Supervisors, local service providers and interest groups to explain services, interpret policies and procedures and to receive input on policies and procedures effecting the development, monitoring and maintenance of services.

Plans and directs a small to medium statewide program involving the development of policies and procedures manuals, determining goals and objectives of the program(s), resolving of technical questions relating to service delivery, and coordinating service activities with other programs or social service units.

Prepares or directs the preparation of program statistics and records to assist in making budget projections and to comply with federal and state reporting requirements.

Assists a program director in determining what projects should be initiated, dropped, or curtailed based upon statistical data.

COMPETENCIES REQUIRED

Knowledge of the principles and techniques of social casework.

Knowledge of federal and state policies, procedures, and regulations pertaining to the assigned duties.

Knowledge of the principles of administration as it relates to social services.

Knowledge of the current social and economic conditions of the State of Iowa.

Knowledge of the principles of financial administration including budgeting.

Ability to identify and arrange problems and find alternative solutions to complex problems.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a Bachelor's Degree and five years of full-time experience in a social work capacity in a public or private agency;

OR

graduation from an accredited college or university with a Bachelor's Degree in Social Work and four years of full-time experience in a social work capacity in a public or private agency;

OR

graduation from an accredited college or university with a Master's Degree in Social Work and two years full-time experience in a social work capacity in a public or private agency;

OR

any equivalent combination of graduate education in the social or behavioral sciences from an accredited college or university and qualifying experience up to a maximum of (thirty semester hours) for each year of the required experience;

OR

employees with current continuous experience having earned their full-time social work experience with the Iowa Department of Human Services may qualify with one year less of the required experience.

NOTE

At the time of interview, applicants referred to Glenwood and Woodward State Hospital-Schools will be assessed to determine if they need federal government employment requirements as published in the Federal Register, Volume 39, No. 12, Thursday, January 17, 1974, Section 20-CFR-405.1101.

Effective Date: 04/10 DDF