

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**SOCIAL WORKER 6**

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**DEFINITION**

Under general direction, performs administrative, consultative, or specialized social service work as determined by the standards; 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**

Plans, directs, and coordinates a major statewide program in providing complex consultative services to community social service organizations.

Provides consultative services to regional and area social service offices on all aspects of social service programs; gives advice to staff on very complex service cases within an assigned region of the state.

Plans, directs, and coordinates a program to analyze and evaluate selected cases for standards control.

Implements the goals and objectives of the project or program; gives advice, guidance, and consultation; makes recommendations to departmental units and outside service agencies.

Participates in the preparation of budget estimates for the concerned program.

Prepares or directs the preparation of necessary records and reports.

Assists a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

**COMPETENCIES REQUIRED**

Knowledge of the principles of administration as related to social services.

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 current social and economic conditions of the State of Iowa.

Knowledge of the principles of financial administration including budgeting.

Ability to plan, organize, and direct a major program.

Ability to establish and maintain effective working relationships with public and private officials, individuals and groups.

Ability to present effective interpretations of programs, legislation, policies, and procedures.

Ability to express ideas effectively, orally and in writing.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university and the equivalent of six years of full-time experience in a social work capacity in a public or private agency;

OR

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

OR

a Master's degree in social work from an accredited college or university and the equivalent of three years of full-time experience in a social work capacity in a public or private agency;

OR

an 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 one year of the required experience;

OR

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

Effective Date: 02/14 JD