

Iowa Department of Administrative Services – Human Resources Enterprise  
Classification Series Guidelines

## Social Worker Series

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### Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
03011/23013	Social Worker 2
03016/23016	Social Worker 3
03017	Social Worker 4
03018	Social Worker 5
03019	Social Worker 6

### Series Concept

Classes in this series are responsible for the provision of services to individuals, families, and groups which require the knowledge of the principles and practices of social work. This work is found in institutions and county and regional offices, as well as specialist positions located in the central office.

The following guideline was developed with the Department of Human Services to be used as an aid in classifying positions where the issue involves performing difficult/complex/intensive case work services.

The requirements are as follows:

- Requires a reduced caseload when compared to others in same setting.
- Cases are of a long-term nature due to the nature of the problem(s).
- The above type cases are handled on a full-time basis.
- The cases are generally referred from other lower-level social workers or assigned at time of intake by the supervisor based on the difficult problem(s) encountered which require highly individualized treatment.
- The employee functions independently with little need for supervisory guidance.
- Obtains/evaluates referral information from mandatory and permissive reporters to determine if a child abuse assessment, dependent adult abuse assessment, or Child in Need of Assistance assessment should be completed.

Social Worker 2 and 3 positions in class codes 23013 and 23016 are located only in the Glenwood and Woodward Resource Centers. These positions were determined by the Public Employment Relations Board to be in the Patient Care Bargaining Unit, and are represented by a different union than the vast majority of positions in this series, which are in the Social Services Bargaining Unit.

### Exclusions

The following are excluded from classification within this series:

1. Positions assigned full supervisory functions, which are classified in the Social Work Supervisor Series.
2. Positions functioning in a similar capacity for which a separate classification exists (e.g., Youth Counselor, Correctional Counselor, and Rehabilitation Counselor).
3. Positions working with categorical assistance programs, which are classified in the Income Maintenance Worker Series.

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### **Class Distinctions**

#### **Social Worker 2**

This level includes positions performing from the entry through journey level professional social work. Employees are assigned a cross section of cases dealt with by the employing unit. Some positions may be assigned a “specialized” caseload of one type that do not meet the requirements of a difficult/complex/intensive case as outlined in the Series Concept. At times, a few cases may be assigned that do meet the definition. When this occurs, more supervisor assistance is provided.

#### **Social Worker 3**

Positions at this level provide services to clients with serious problems on a regular ongoing basis. The work assigned meets the definition of difficult/complex/intensive casework services as outlined in the Series Concept. Examples include:

Those involving child/adult abuse investigations, family therapy and brief treatment involving sociopath personalities and family groups who react to their circumstances with impulsive behavior that may be self-destructive. Also cases that involve working with individuals who have a persistent mental illness and a criminal history, and those who are in institutions who need placement within communities. These cases involve very intense family inter-relationships and are not to be confused with positions working with other cases involving juvenile delinquents or children in need of assistance. Such personalities are hard to reach and their multi-faceted problems are difficult to deal with and are a challenge of social work methods and techniques of bringing individuals to the point of seeking help in achieving self-satisfying and socially satisfactory lives.

Additionally, positions at this level obtain/evaluate referral information from mandatory and permissive reporters to determine if a child abuse assessment, dependent adult evaluation, or a Child in Need of Assistance assessment should be initiated.

#### **Social Worker 4**

Positions at this level provide consultative/specialists services. As a consultant/specialist an employee would provide advice and information about one specialized service program in a geographic area of the state. This would include such areas as fiscal controls, service delivery, and program evaluation to assure that methods, policies, and procedures are followed. Any questions and concerns about the program are resolved.

Consultative/specialist positions in the central office perform similar work as described above. Generally, the position is responsible for a small statewide program or a section of a larger statewide program. The program is well-established and employees are primarily involved in the execution of existing policies, methods, and procedures rather than in the development as found at the higher levels in the series.

There are a very few positions located in institutions that provide casework services to clients that present even more difficulties and are of a longer-term nature than those found at the Social Worker 3. These cases are normally referred from Social Worker 3s who are unable to resolve the problems.

#### **Social Worker 5**

Positions at this level provide consultative/specialist services. As a consultant/specialist, an employee provides advice and information about several specialized service programs in a geographic area of the state. This would include such areas as fiscal controls, service delivery, and program evaluation to

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assure that methods, policies, and procedures are followed. Any questions and concerns about the program are resolved.

Consultant/specialist positions located in the central office perform similar work as described above. The work performed is in a program that is statewide in nature. The program is considered medium in scope impacting more employees and clients than a program found at the Social Worker 4 level. The program has impact on fewer employees and clients than programs found at the Social Worker 6 level.

Positions are responsible for the execution and assisting in the development of policies and procedures, determining goals and resolving questions of service delivery for the program.

### **Social Worker 6**

Positions at this level provide consultative/specialist services. As a consultant/specialist, an employee provides advice and information about all specialized service programs in a geographic area of the state. This would include such areas as fiscal controls, service delivery, and program evaluation to assure that methods, policies, and procedures are followed. Any questions and concerns about the program are resolved.

Consultant/specialist positions located in the central office perform similar work as described above. The work is performed in a program that is large in scope, statewide in nature, and impacts a significant number of employees and clients across the state.

Positions are involved in the origination and development of policies and procedures determining goals and resolving questions of service delivery for the program.

Some positions may have a responsibility to act as a lead worker over lower-level social workers.

*Effective date: 04/10 DDF*