

Position Description Form (PDF)

For Washington General Service (WGS) Positions Only

INSTRUCTIONS: This form is to be completed/reviewed by the supervisor of the position when: establishing a new position; prior to filling a vacant position; or when the business needs of the position change. Each PDF must reflect the primary duties and responsibilities, essential functions, required skills and abilities, and other job-related information such as dual language, bargaining unit, work period, funding source, etc.

I. POSITION DESCRIPTION		
1. HRMS 8-DIGIT POSITION NUMBER	2. 4-DIGIT LEGACY NUMBER	3. INCUMBENT'S NAME (IF FILLED)
4. CHECK THE ACTION BOX THAT APPLIES TO THE POSITION <input checked="" type="checkbox"/> New <input type="checkbox"/> Reallocation <input type="checkbox"/> Update duties <input type="checkbox"/> Position relocation <input type="checkbox"/> Data change		5. IS POSITION DESIGNATED EMERGENT PER DSHS EMERGENCY OPERATIONS PLAN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. CURRENT CLASS TITLE AND CLASS CODE		7. CURRENT WGS SALARY RANGE
8. PROPOSED CLASS TITLE AND CLASS CODE (FOR REALLOCATIONS OR ESTABLISHMENTS) Social Services Specialist 3		9. PROPOSED WGS SALARY RANGE 51
10. WORKING TITLE, IF DIFFERENT Family Assessment Response(FAR) specialist		11. WORK SCHEDULE/HOURS OF WORK PER WEEK Monday -Friday 8:00 am to 5:00 pm
12. SHIFT <input checked="" type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> On-call		13. ASSIGNMENT PAY (REFERENCE CODE)
14. POSITION STATUS <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Non-permanent <input type="checkbox"/> Non-permanent/on-call		15. DATE OF LAST REVIEW BY SUPERVISOR
16. AGENCY NAME AND ADMINISTRATION DSHS (300) Children's Administration		17. SUB-AGENCY/POSITION ORGANIZATION TITLE
18. ADDRESS OF POSITION LOCATION		19. SUPERVISOR'S NAME AND POSITION NUMBER (8 DIGIT AND LEGACY) Name HRMS Legacy
20. BARGAINING UNIT DESIGNATION	21. BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	22. ORGANIZATIONAL CHART ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> No
23. <input type="checkbox"/> Project Project Employment Number:		24. In-training (attach plan) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
25. IS POSITION ELIGIBLE TO RECEIVE OVERTIME? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
26. NAME, TITLE, AND TELEPHONE NUMBER OF CONTACT PERSON REGARDING THIS DOCUMENT (PLEASE PRINT)		
II. FOR DSHS CLASSIFICATION AND COMPENSATION UNIT USE ONLY		
1. EFFECTIVE DATE	2. END DATE	3. OVERTIME EXEMPT, OVERTIME ELIGIBLE, SHIFT SCHEDULED MONTHLY?
4. POSITION RETIREMENT ELIGIBLE? <input type="checkbox"/> Yes <input type="checkbox"/> No		5. ORGANIZATIONAL UNIT
6. COUNTY CODE (WHERE POSITION IS LOCATED)	7. APPROVED POSITION CLASS CODE AND CLASS TITLE	
8. ACTION TAKEN (APPROVED/DENIED/REVIEWED)		9. ACTION DATE
11. HR SIGNATURE		12. HR TITLE

III. GENERAL DESCRIPTION/POSITION OBJECTIVE

1. Summarize the position's scope of work.

Within the Department of Social and Health Services, Children's Administration, performs advanced level work in the assessment of families referred to Family Assessment Response with a primary focus on child safety. This position assesses complex family situations, interviews children and parents, assesses child safety, develops plans to protect children in their own homes when needed, and offers services to children and families. This position receives little supervision and the incumbent exercises independent judgment in devising own work methods to provide an advanced level of specialized, culturally competent and solution focused case management.

In performing all assigned duties, this FAR Social Service Specialist adheres to the tenets of the Solution-Based Casework (SBC) model with a focus on understanding and respecting the strengths of the clients including their heritage, cultural beliefs and values, communication and learning styles.

The FAR Social Service Specialist is responsible for meeting all casework management directives as required by law, policy and other mandates, including but not limited to:

- Meeting timeframes for:
 - Initial contacts with victims and parents
 - Child/family health and safety visits,
- Meet documentation and payment initiation requirements for accurate and timely entries into FamLink
- Accomplish the overall goals of developing partnerships with families, focusing on practical everyday life tasks and promoting specific skills tied to the family's tasks

The Solution-Based Casework (SBC) model enables the Social Service Specialist to more effectively:

- Develop effective partnerships with the family, service providers and others to address primary safety risks and concerns through cultural competency and strength based communication.
- Use Motivational Interviewing techniques with children and parents to gather information and build rapport with families.
- Locate the problem(s) within the everyday life of the family and identify the individual(s) and the behavior(s) that led to the family coming to the attention of the department.
- Help the family to identify cycles of maltreatment and utilize relapse prevention techniques
- Develop and update co-constructed plans with the family that target the primary area of safety and other child needs
- Develop skill-based individual and family level objectives
- Take additional action when needed to meet the needs of child safety, permanency and well-being
- Recognize and document incremental progress made by the family towards meeting the identified objectives/goals

IV. SUPERVISORY RELATIONSHIPS

PART A

Check the statement that most accurately describes the level of supervision you exercise over this position.

- Close, detailed
- Spot-check basis only
- Little, employee responsible for devising own work methods
- Other (please explain):

PART B

1. Check the boxes that apply to this position or if the position has the authority to recommend any of these actions.
 - Hires Evaluates Corrects Disciplines Terminates others Assigns work
 - Instructs and checks the work of others
 - Not applicable
2. Is this a supervisory position? Yes No Is this a lead position? Yes No
If yes, attach organizational chart with position numbers and classification titles of the position's supervisory chain as well as this position's subordinate positions.

3. Add any additional information that clarifies this position's management, supervisory, or lead responsibilities.

V. ASSIGNED DUTIES AND RESPONSIBILITIES

List all assigned duties and responsibilities of the position, and the percentage of time dedicated to carrying out those duties. The percentage of time under "Percentage" below must equal 100%. If you are going to use the phrase "other duties as assigned," put it in this section but it cannot exceed more than 5% of the total position's duties and responsibilities. Underline the essential functions of the position. Essential functions are those functions that must be performed by the incumbent in this position. They cannot normally be re-assigned without impacting the allocation of the position.

<p>Percent: 60%</p>	<p>Duties Performed: Family Assessment Response (FAR) Social Service Specialist</p> <p>General: <u>Provision of assessment, service planning and delivery, and teaming on assigned cases.</u></p> <p>Lead responsibility to <u>apply child welfare practice principles, laws, rules and policy</u> in assessing and intervening on assigned intakes or cases to protect children and deliver needed services to families referred to FAR.</p> <p><u>Assessment, delivery of services and permanency planning that is inclusive of immediate family, extended family, kin, and children (as appropriate)</u> in assessment, planning and service delivery activities.</p> <p><u>As member of a child and family team, coordinate case assessment actions while utilizing solution based casework principles. Coordinates with key individuals including, but not limited to: parents, relatives, other social workers, service providers, extended family, medical professionals, education professionals, other community professionals.</u></p> <p><u>Conducts visits in the home of the child, parent and caregiver, as well as community meetings.</u></p> <p>Family Assessment Response : Assessment and Evaluation/Service Delivery</p> <p><u>Assesses all assigned FAR intakes alleging neglect of children and/or low risk physical abuse to include interviewing children, family members and collateral sources to gather information necessary to assess child safety and determine service needs of family; develops and implements case plans, collaboratively with others, that protect children from harm.</u></p> <p>Works with a diverse population, which may include military and/or Native American families, follows Indian Child Welfare policies, follows protocols signed with military organizations, and works closely with the Military Family Advocacy and/or tribal personnel.</p> <p><u>Provide ongoing assessment of safety and risk; assess resource needs of children, parents, and other caregivers and provide stabilization supports. Identify and develop community supports and resources. Assess the parent's commitment and potential for significant behavioral changes necessary to meet the needs of the children and to correct parental deficiencies. Provide referrals for assessments and resources that respond to the identity, cultural, and psycho-emotional needs of children and clients. Initiates criminal history checks as required by policy.</u></p> <p><u>Develop strengths-based and client-involved service plans with the family to address assessed areas of needs. Evaluate progress of children and their families by soliciting and assessing verbal and written reports from therapists, counselors, caregivers, school personnel, family members, and other significant individuals. Utilize shared planning activities to obtain input from others who are closely concerned with the case and to jointly develop and coordinate case plans; assess need for alternative placements;</u></p> <p><u>Implement culturally relevant ADA-sensitive, and individualized service plans with clients which are goal directed, have specific behavioral objectives and are time limited. Refer, coordinate, and monitor delivery of services (internal and community based) - these may include but are not limited to</u></p>
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	concrete services, drug and alcohol abuse evaluation/treatment, mental health counseling, psychiatric/psychological services, anger management, parenting classes, sexual abuse evaluation, treatment, contracted agency services and school programs, <u>collaborate with community professionals in planning services</u> for children and their families to include mental health agencies, schools, community based agencies and contracted providers. <u>Coordinate services with tribes as appropriate. Provide goal-directed, task-centered and time limited crisis counseling and intervention to children and families.</u>
30%	Record Keeping: <u>Document case activities and maintain case records in the federally designated electronic case management system (Currently FamLink). Initiate payments within the electronic case management system for child/family services and placement.</u>
5%	Court related functions: <u>Prepare required legal documents</u> for court, placement and service delivery (includes but is not limited to: court reports, permission for placement, Interstate Compact Agreement, ethnic identity and tribal ancestry forms, medical consent forms, etc.) <u>Prepare and file dependency petitions, and other legal documents</u> related to establishment of dependency. Within legal and policy guidelines, <u>prepare written and informed reports to the court</u> making appropriate recommendations. Consult <u>with attorneys and court appointed personnel;</u> <u>prepare and present testimony and statements at hearings.</u> <u>Follow procedures</u> to ensure notice of court hearings and a copy of the Individual Service and Safety Plan are received by those described in statute. <u>Serve summons to parties</u> for court hearings and explain court process to parents and child. <u>Ensure expert testimony by designated Indian expert is available</u> for court hearings as appropriate. Provides short-term court ordered and voluntary placement of children with licensed foster care or relative resources to provide care and protection. Continues to work with children and parents to resolve abuse/neglect issues necessitating placement in order to return child to parent's care as soon as safety and adequacy of care are assured.
5%	Other duties as assigned.

VI. POSITION SPECIFIC QUALIFICATIONS

a. List required education, experience, licensure, and skills and abilities.

A Bachelor's degree or higher in social services, human services, behavioral sciences, or an allied field, and one year as a Social Service Specialist (formerly Social Worker 2) since July 1, 1988.

OR

A Master's degree in social services, human services, behavioral sciences, or an allied field and two years of paid social service experience equivalent to a Social Service Specialist 2 (formerly Social Worker 2).

OR

A Bachelor's degree in social services, human services, behavioral sciences, or an allied field, and three years of paid social service experience performing functions equivalent to a Social Service Specialist 2.

One year of paid social service experience must include assessing risk and safety to children and providing direct family-centered practice services (strengthening and preserving family units).

NOTE: A two year Master's degree in one of the above fields that included a practicum will be substituted for one year of paid social service experience.

NOTE: Equivalent social service experience would include the previous classes of Caseworker 3 or higher.

OR

For Promotion Only: A Bachelor's degree and three years of experience as a Caseworker 3, Social Worker 1A or B, Social Worker 2, Casework Supervisor Trainee, Casework Supervisor, Juvenile Rehabilitation Supervisor 1 or 2, or Juvenile Rehabilitation Counselor 2 in State service.

NOTE: Employees must successfully complete the formal training course sponsored by their division within one year of their appointment.

b. List desirable skills and abilities.

Have the ability to effectively communicate and comprehend (through oral and written forms of communication) with management, peers, clients, community colleagues and the public.

Ability to comprehend, interpret, and apply current applicable laws, rules and policies on delivery of child protective and child welfare services within Washington State and deliver services accordingly.

Able to partner effectively with community partners and professionals to develop and maintain resource teams to support children and families.

Have the ability to develop and maintain good working relationships with child's caregiver (parents, foster parents, relatives, kin or facility staff). Include caregivers in the case planning process and provide support for meeting the child's unique needs.

Ability to evaluate, analyze and assess risk and safety in all cases, as defined by law and best practice, and implement appropriate procedures using the agency preferred risk and safety assessment tools.

Have the ability to access and utilize agency's software programs.

VII. SPECIAL REQUIREMENTS AND/OR CONDITIONS OF EMPLOYMENT

List any licensing, certification, or other special requirements.

Successfully complete Children's Administration Academy

Under the DSHS Emergency Operations Plan, the incumbent may be required to perform the following during a recognized emergency:

- Report for duty on short notice for a specified timeframe.
- Report for duty outside of normally scheduled work hours and workdays.
- Report to a duty station that is different from the official duty station.
- Perform work tasks outside the normal scope of duties reflected in this PDF.

During a recognized emergency, the duties may be different from normal duties, and will be temporary in nature, lasting only as long as necessary.

VIII. WORKING ENVIRONMENT

Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.). Some or all of these conditions may be noted under Section V., ASSIGNED DUTIES AND RESPONSIBILITIES.

Work environment is cubicles or shared office space. Incumbent will use standard office equipment to accomplish work. Hold a valid driver's license when operating a state or privately owned vehicle on official state business. Comply with Washington State's liability laws when operating a privately owned vehicle on official state business. A large percentage

of time is spent in field work in the community and client homes. Staff will attend and testify in Superior court. A flexible schedule is required to respond to client needs and to emergent situations. There will be some variation in work hours due to the need to meet with families at times that are convenient for them, to complete face to face contact with children within required time frames, travel with clients as cases require, and to attend trainings and meetings in other locations. Work is with the public on difficult issues of child abuse and neglect. Clients may be hostile. Discretion, common sense and communication about worker whereabouts are essential to assuring worker safety. Transportation of children is a part of this job. As a direct care provider, the employee's work involves providing physical supports/interventions for clients using program approved methods which may include moving or transferring. Dress appropriately for the work to be performed.

IX. SIGNATURES

The job duties as identified in Section V are an accurate reflection of the work to be performed by this position.

The incumbent has performed the essential functions contained in this document for _____ months.	
Supervisor's signature	Date of supervisor's signature
Title	Telephone number
Approving authority's signature	Date of approving authority's signature
Title	Telephone number
As the incumbent in this position, I have received a copy of this position description.	
Employee's signature and date of signature	