



## SOCIAL WORK CLINICIAN A/B

### DEFINITION

Under general direction, the Social Work Clinician has responsibility for a complex caseload involving children and/or adults; performs counseling, preventative, and intervening treatment programs for Health and Human Services Agency (Agency) clients; consults or personally provides support to complex client situations; may provide direction and work review for staff assigned to specialized programs or projects; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise technical and functional direction over and provide training to lower-level staff.

### CLASS CHARACTERISTICS

*Social Work Clinician A:* - This class is in possession of a valid intern registration number.

*Social Work Clinician B* – This class is a licensed professional providing specialized consultative expertise to master's level and other Social Work staff.

Both levels require the use of considerable independence, initiative, and discretion within established guidelines.

Positions in the Social Work Clinician A/B class series are flexibly staffed. However, advancement to the B-level is subject to both acquiring a license and satisfactory work performance at the A-level, along with a business need of the Agency to have a licensed level clinician.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides specialized social services including consultation, support, and coordination to professional and other support staff.
- Assesses, diagnoses, and identifies challenges and needs of individuals and families, including both children and adults.
- Provides counseling (including individual, group, and/or family therapy as applicable) and develops treatment plans for clients.
- Develops case plans, leads group staff discussions of complex situations, coordinates case review, and provides case management.
- Works as a team member and participates in multi-disciplinary treatment team, staff, and professional meetings to assess appropriate treatment plan and client progress.
- May assist in carrying out specialized projects, including preparation of manuals and materials, conducting seminars/workshops, and making presentations before groups.
- May act as a supervisor in the supervisor's absence, and performs lead worker duties such as training of unit members, consultation, and supervision of staff assigned to specialized projects.
- Makes recommendations, and prepares court reports and other related legal documents.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Needs and problems of children, families, and adults from diverse socioeconomic and cultural backgrounds.
- Theories of human behavior and group dynamics.
- Child development, adolescence, marriage counseling, aging, dysfunctional family problems, social problems, parenting skills, substance abuse, crisis intervention, and abnormal behavior.
- Principles of marriage, family, and child counseling.
- Current problems and methodology in the field of public social services.
- Social casework methods and practices.
- Principles and practices of interviewing, assessment, diagnosis, and treatment techniques.
- Applicable laws, regulations, policies, and procedures relating to the provision of social services and client rights.
- Basic principles of supervision and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Obtain facts and recognize the relevant and significant considerations.
- Organize and maintain workload priorities and caseload management in an appropriate and efficient manner.
- Analyze data; interpret directions, procedures, and regulations; and develop appropriate responses or actions.
- Interpret, understand, and apply the agency program, policy, and procedures.
- Apply the principles of psychology and family relationships to engage individuals and families in social services.
- Act appropriately in emergency and stressful situations.
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Recognize signs of abuse, neglect, and exploitation for children, and older and dependent adults; assess risk factors and potential dangers to clients.
- Work with difficult or complex cases/clients including clients with dual diagnoses, potentially dangerous clients, or legally complex cases.
- Respond appropriately to situations.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

#### *Social Work Clinician A:*

Possession of a valid intern registration number from the Board of Behavioral Sciences as an Associate Clinical Social Worker or Marriage and Family Therapist Intern in the state of California.

#### *Social Work Clinician B:*

A license to practice as a Licensed Clinical Social Worker; Marriage and Family Therapist; or a Clinical Psychologist in California; and

One (1) year of experience performing duties equivalent to the Social Work Clinician A.

### **Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field when conducting home visits. As such, employees may have occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and direct exposure to hazardous physical conditions. Employees may be subject to clients or members of the public afflicted with behavioral disorders or who are under emotionally stressful conditions. Employees may interact with upset individuals connected with the client, staff, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work evenings, weekends, holidays, and on-call. Performs job duties under stressful conditions and emergency situations.