

POSITION: Social Worker III
DEPARTMENT: Social Services
Grade: 30
Starting Salary: \$49,180.04
Position: 530027
Posted: November 24, 2025
Closing: December 12, 2025



Responsibilities

The Social Worker in this position provides a variety of services to adults and their families. This worker receives and investigates concerns of abuse, neglect, and exploitation for adults at risk; and provides protective services or supportive services, as needed. This worker represents the Director of Social Services in matters of guardianship where an adult is adjudicated incompetent. This worker serves as protective/representative payee for adults who are unable or lack the capacity to budget their funds from their Social Security checks. This worker will provide case management of Special Assistance in-home program as well as case management services for those receiving Adult Day programming. Social Worker will back-up Adult Home Specialist and Adult Day Program Licensure. Social Worker will be trained in all adult services programs. Work schedule is Monday through Friday from 8:00am to 5:00 pm. This Social Worker is required to be on-call after-hours to respond to reports of child abuse, neglect or dependency, as well as to respond to calls concerning adults who are disabled and in need of protective services. This rotation is a 7 day period once every 13 weeks, however, this can vary for a number of reasons.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Case Management, Information and Referral/Community Liaison, Counseling/Therapy/Treatment/Crisis Intervention, Assessment/Evaluation/Goal Development, Consultation, Court Proceedings and Involvement, and Other assigned duties within the Services Unit.

- This Social Worker must have the ability to: work with difficult or challenging clients
- function appropriately under adverse conditions
- make risk assessments, social assessments, and develop protection plans
- have an awareness of community resources relevant to meet identified needs of clients
- organize and prioritize work requirements to meet designated responsibilities
- skill in discussing sensitive, emotional subjects in a non-threatening, supportive manner
- skill in gaining a client's trust; skill in mediating between conflicting parties
- ability to articulate and write clearly and expressively
- ability to prepare legal documents
- ability to use manuals and other consultation sources for guidance
- ability to relate as a professional participant within an agency.

Knowledge, Skills and Abilities

Thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, groupwork, and community problems. Considerable knowledge of a wide range of medical, behavioral, and/or psychosocial problems and their treatment theory. Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. General knowledge of the methods and principles of casework supervision and training. In certain settings, considerable knowledge of medical terminology, disease processes, and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to establish and maintain effective working relationships with members of case load and their families, as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively.

Minimum Training and Experience

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and completion of the Child Welfare Collaborative; Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience. May consider qualified work against status at a lower salary and grade.

Special Requirements

- Valid driver's license

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER
All prospective employees are subject to a criminal background check
References may be requested