



Atkinson Family Services

Job Description

JOB TITLE: STRTP Social Worker

DEPARTMENT: Short Term Residential Therapeutic Program (STRTP)

REPORTS TO: STRTP Program Manager

INITIAL REQUIREMENTS:

To be considered for employment as a STRTP Social Worker, applicants must meet the following requirements:

- A. A Master's Degree from an accredited or state approved graduate school (as defined by the Department of Education) in one of the following areas:
 1. Social Work or Social Welfare,
 2. Child Psychology,
 3. Marriage, Family, and Child Counseling,
 4. Child Development,
 5. Counseling Psychology, or
 6. Social Psychology.
- B. Required course work, field practice, and/or experience.
 1. At least three semester units or 100 days of field practice or experience in a public or private social service agency setting at the master's degree level.
 2. At least nine semester units related to children and families, or 18 months experience working with children and families.
 3. At least three semester units working with minority populations, six months experience working with minority populations, or six months in-service training in working with minority populations within the first year of employment as a condition of employment.
 4. At least three semester units in child welfare or two years of experience in a public or private child welfare social services setting.
- C. Must complete an application that is accurate and true.
- D. Must be 21 years of age or older.
- E. Must be able to get a criminal record and a child abuse index clearance.
- F. Must have a current California driver's license.
- G. Must have an acceptable driving record, be insurable through the agency's insurance company, and meet the agency Driver Qualifications and Standards.
- H. Must provide evidence of having current auto insurance.
- I. Must be free of any communicable diseases that may pose a threat to the health and safety of the clients and pass a health screen, a drug and alcohol screen, and a TB screen.
- J. Must complete all agency and state licensing forms prior to employment.
- K. Must complete first aid training.
- L. Must provide documentation of all college education completed.
- M. Must provide documentation of all previous experience.

CONTINUING REQUIREMENTS:

Continued employment is subject to maintaining the Initial Requirements and to the following:

- A. Being current on all required Atkinson Family Services' training.
- B. Being in compliance with the Employee Handbook.
- C. Maintain license through the California BBS.
- D. Obtain and have proof of professional liability insurance.
- E. Turn in copies of all continuing education units and training certificates to human resources.
- F. If employee is using their own vehicle on agency business then they must have valid private insurance that meets California's minimum requirements.
- G. Be able to provide a clearance from a doctor anytime the employee is taking medication that may impair judgment regarding the safety of oneself or others.
- H. Must maintain items F, G, H, I, and J listed above in the Initial Requirements

DUTIES:

Includes but are not limited to the following:

- A. Manage a case load of 12-18 clients.
- B. Complete an intake study for every new client on their caseload.
- C. Facilitate Child and Family Team meetings.
- D. Complete full initial and ongoing assessments such as CANS, Vanderbilt, etc.
- E. Facilitate the development of and completes clients' Needs and Services Plans.
- F. Develop, supervise and evaluate the Needs and Services Plan and coordinate changes as needed.
- G. Facilitate the development of and completes clients' visitation and discharge plans.
- H. Participate in the intake process, school Individual Educational Plans, collateral services meetings, and clients' authorized representative meetings.
- I. Counsel individual clients to help them understand the reason for placement, to handle associated emotional problems, and to help resolve the difficulties between them and their family that led to the need for placement.
- J. Assist with plans for reunification or emancipation when appropriate.
- K. Interact with staff to help them learn how to deal most appropriately with specific problems and to acquire progress information on each client.
- L. Facilitate one or more staff, and foster parent, agency training.
- M. Attend assigned training, meetings, or seminars.
- N. Supervise students completing college internships.
- O. Work closely with the Facility Administrator to accomplish the needs of the client in areas such as scheduling therapy, facilitating needs and services goals, and educating the facility staff on recommended interventions.
- P. Establish and maintain relationships with other agencies and organizations in community toward meeting community needs and services.
- Q. Is required to report unsafe work conditions.
- R. Is required to evacuate during a fire alarm or other emergency.
- S. Prepare, distribute, and maintain variety of reports and to maintain the files and data collected for each client.
- T. Ensure that clients have access to core services and supports.
- U. Other similar duties may be assigned by the Behavioral Health Program Manager.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

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

- A. Education and/or Experience:** Must meet sections A and B of the Initial Requirements.
- B. Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English. Ability to write reports, business correspondence, and procedure manuals in English. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public in English.
- C. Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute average, ratio, and percent and to draw and interpret bar and pie graphs.
- D. Reasoning Ability:** Ability to solve practical problems and deal with a variety of situations and make legal, ethical and clinical decisions without clear guidelines. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- E. Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software and Word Processing software.
- F. Certificates, Licenses, Registrations:** Valid California Driver's License. A minimum of a master's degree listed in section A of Initial Requirements.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- A. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- B. The employee must regularly lift and /or move up to 10 pounds.
- C. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- A. The employee is frequently exposed to outside weather conditions.
- B. The noise level in the work environment is usually loud.
- C. The employee is frequently exposed to verbal aggression by clients and occasionally physically assaultive aggression.