



City of Kansas City, Missouri Job Class Specification

Job Title:	SENIOR SOCIAL SERVICE WORKER	Department:	MULTI
Job Code:	4117	Status:	NONEXEMPT
		Grade:	NE-4

Summary

This is highly independent professional or responsible supervisory social service work in the direction of a moderately sized group of social service workers engaged in the counseling of social and domestic problems, municipal parole work or community service and development work.

Work involves responsibility for performing highly technical and complex work or for planning, organizing, and supervising a moderate sized group of social service workers engaged in providing professional services pertaining to pre-parole investigations and parole supervision, counseling individuals with social or domestic problems or for organizing community groups and assisting them to solve community problems. An employee in this class counsels and assists other professionals or assigns cases and reviews the work of subordinates for adherence to accepted standards of social service work and departmental policies, regulations and standards. Work is reviewed through conferences and the analysis of reports and records and accomplishments of the respective assigned work unit.

Duties and Responsibilities

- Cooperates with representatives of federal, state, county and other local public and private organizations in the development, coordination and administration of a comprehensive community development program.
- Trains and orients inexperienced community service workers in the basic philosophy and techniques to develop individual and group civic awareness and acceptance of civic responsibilities.
- Reviews and approves all promotional and informational programs for publicizing special municipal activities, continuing services and exhibitions.
- Reviews and approves all parole cases to see that parole conditions and requirements have been properly provided for; reviews court testimony to ensure that special court parole conditions have been considered and noted; forwards these to superior for final approval.
- Supervises field visits; reviews client case histories to assure that necessary conditions and requirements have been verified.
- Plans, assigns, reviews and supervises the work of professional and clerical subordinates engaged in social service activities relating to a particular phase of the welfare program.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

the basic principles of sociology, psychology, economics, community organization and development and other social sciences and current social, economic and health problems.
individual and group behavior and effective ways of working with people.

Principles and methods of parole investigation and supervision of counseling of social and domestic problems.

The various services offered by the department and by other area public, quasi-public and private social agencies.

The theory and principles of social work and of case work methods and techniques.

Ability to:

Plan, supervise and direct the activities of professional and clerical workers.

Work with and to obtain the cooperation of individuals, families, other social agencies and other interested persons or groups.

Education and Experience

Accredited Bachelor's degree with major course work in the social sciences and two (2) years of professional experience in social science work at the level of Social Service Worker.

OR

Accredited four year college or university with major course work in the social sciences, and completion of a two (2) year master's degree in social work or social sciences from an accredited college or university.

OR

An equivalent combination of education and experience.

**Certificates/
Licenses/Special
Requirements**

- Must pass a physical examination as prescribed by the City.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision may be exercised over assigned personnel.

**Supervision
Received**

Work is performed under general administrative supervision and requires the exercise of independent judgment and initiative.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

4/73

Revised

2/96, 9/06, 1/08, 11/16,8/22