



City of Kansas City, Missouri Job Class Specification

Job Title: SOCIAL SERVICE WORKER **Department:** MULTI
Job Code: 4116 **Status:** NONEXEMPT **Grade:** L-3

Summary

This is professional social service work which provides services in the municipal correctional system, as well as counseling regarding health, social and domestic problems.

Work involves conducting office or field investigations to determine compliance with probation or parole requirements, child abuse cases, domestic violence and counseling with individuals or groups relative to the above listed areas. Employees of this class exercise considerable discretion in the performance of duties, although difficult or unusual cases are worked out in conference with supervisors. Work is reviewed through periodic conferences and analyses of reports and case records and for general quality of work and adherence to departmental rules, regulations and standards.

Duties and Responsibilities

- Communicates with various public, quasi-public and private social agencies for the exchange of information concerning clients, services or programs.
- Visits clients in the field or holds office interviews; prepares case histories; verifies pertinent facts such as residence, age, health, support and related information; contacts agencies, foster homes and institutions to arrange for services; ensures compliance with court orders; provides general counseling services as warranted.
- Prepares and maintains case records and reports on investigations and regular reports of work activities.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of the basic principles of sociology, psychology, economics, social work theory and related social sciences, correction institutions, probation and parole system and current social, economic and health problems; individual and group behavior and effective ways of working with individuals and groups; case work principles and methods; the social, welfare and related services offered by area public, quasi-public and private social agencies.
- Must demonstrate ability to adequately express ideas orally and in writing and to interpret laws, regulations and related matters; speak before, work with and obtain the cooperation of individuals and groups served, other social service agencies and other interested persons and groups; basic computer operation.
- Must demonstrate ability to perform addition, subtraction, multiplication and division of whole numbers and fractions.

Education and Experience

Accredited Bachelor's degree with major course in social science, corrections, administration of justice or a related field

OR

An equivalent combination of education and experience.

Certificates/ Licenses/Special Requirements

- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen.

**Supervisory
Responsibility**

None

**Supervision
Received**

Work is performed under general supervision.

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

9/06

Revised

8/2022