



SOCIAL WORKER I

CHARACTERISTICS OF WORK:

This is social work in a medical or psychiatric setting, involving the performance of social services for inmates, clients, or patients of state hospitals, clinics, and institutions, and includes routine and standard services for patients and patients' families. Incumbents in this classification obtains data for compiling social histories; help patients in obtaining assistance from private social agencies, Veterans Administration, Social Security Administration, and other governmental sources; counsel patients on problems encountered in institutional living; and participate in discharge planning. Cases which appear to involve severe emotional complications are referred to a superior; however, selected cases may be assigned for supportive counseling, environmental manipulation, or the application of more advanced techniques under close supervision. Incumbent is responsible for case management/casework. The work is performed under general or close supervision according to the difficulty of assignments. Case records are reviewed and conferences are held with incumbents to assist them in development social work skills. In small agencies incumbents may be responsible for the independent performance of assistance services to patients, incumbents may rotate call schedules weekly.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Must be licensed to practice Bachelor's level social work (LSW or above) in the State of Mississippi.

Documentation Required: Applicants must attach a valid copy of his/her current wallet-size social worker license.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists patients in making application for benefits from state, federal, or private agencies.

Explains general medical and psychiatric recommendations to patients and families and obtains consent for surgery or other treatment.

Counsels patient and family on adjusting to routines and life at the facility and outside the facility.

Assists patients in meeting daily needs.

Prepares discharge summaries.

Participates in treatment team meetings to plan for the treatment and/or discharge of patients.

Coordinates services among agencies contributing to patient's welfare.

Prepares social histories by interviewing patients and families and making other necessary contact.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.