

4. For disaster preparedness acts as the agency emergency welfare worker with responsibility for preparing procedures, conducting training sessions, and interpreting the emergency welfare program to the community;

5. Develops satisfactory plans for casework services in cooperation with available local and state welfare and health agencies;

6. Performs other related work as assigned.

(c) *Qualification requirements.* 1. Minimum education and experience. Graduation from an accredited 4-year college or university and completion of 12 graduate credits in an accredited school of social work. Each year of full-time employment as a caseworker in a public or voluntary agency may be substituted for 6 of the above-mentioned graduate credits providing the requirements for an in-service training certificate have been met and such certificate issued by the state department of public welfare. This certificate is awarded upon completion of 180 hours of participation in staff development activities, e.g., orientation, workshops and institutes.

2. Knowledges. a. Considerable understanding of human growth and behavior.

b. Considerable knowledge of current social and economic problems and the way in which these problems affect families and individuals.

c. Considerable knowledge of laws, regulations and practices pertaining to federal and state public welfare programs.

d. Considerable knowledge of welfare and health resources, and ways in which these resources may be made available to people in need of them.

e. Considerable knowledge of approved social work principles, methods and practices.

3. Abilities. a. To provide environmental and supportive social services adequately and skillfully.

b. To plan and organize work to most effectively achieve program objectives.

c. To relate to people in an unprejudiced and understanding manner with concern for their circumstances and feeling.

d. To prepare and maintain necessary records and reports, and to understand and follow oral or written instructions.

e. To work cooperatively and effectively with local officials and with public and voluntary agencies.

4. Personal attitudes and attributes. Acceptance of individual differences in people, recognition of worth and dignity of individuals, sensitivity to human feelings and needs, recognition of society's responsibility for human welfare; pride and satisfaction in being associated with the governmental agency which provides such services; satisfactory appearance and bearing; energy; emotional maturity; reliability; tact; integrity; good judgment; skill in human relationships; initiative; and resourcefulness.

5. Physical characteristics: Good physical condition.

(11) CLASS TITLE: SOCIAL WORKER I. (a) *Definition.* This is the beginning level social work position. Under appropriate supervision in a county agency makes financial investigations and social studies of persons and families in need of financial assistance and/or other social

service, makes recommendations for administrative decision and performs other related work as assigned. With continuing training the worker develops skill in the use of environmental and supportive treatment techniques to help clients cope with their personal, social and economic problems.

(b) *Characteristic duties and responsibilities.* 1. Accepts requests and referrals for public assistance, child welfare, juvenile court services and related welfare services; determines through interviews, home visits, and collateral investigations the eligibility of these individuals and families;

2. Explains the scope of the agency's services and discusses the client's rights and responsibilities in relation to his use of such services;

3. Secures or arranges to secure verifying evidence pertaining to social history and need, such as records of birth, marriage, income, resources, and property;

4. Determines the extent of need through a budget, and submits for approval plans for financial aid, including the initial payment, subsequent changes and discontinuances;

5. Identifies the client's need for preventive, remedial, or rehabilitative services, and the availability of existing services;

6. Plans with the supervisor for individual or group social services appropriate to the client's problems and for consultation, referral or other action;

7. Gives appropriate services to clients and refers to community resources where appropriate;

8. Continues contacts with clients by reviewing their economic and social situations as necessary, and recommends modification of the original plan as indicated;

9. Maintains case records containing pertinent, accurate and current information, prepares correspondence, reports and other records as required;

10. Acts as the agency emergency welfare worker with responsibility for preparing procedures, conducting training sessions, and interpreting the emergency welfare program to the community;

11. Performs related duties as assigned.

(c) *Qualification requirements.* 1. Minimum education and experience. Graduation from an accredited 4-year college or university.

2. Knowledges. a. Some understanding of human growth and behavior. b. Knowledge of current social and economic problems and the way in which these problems affect families and individuals.

3. Abilities. a. To develop skill in human relationships.

b. To acquire and apply within a few months, a good working knowledge of laws, regulations and practices pertaining to federal and state public welfare programs.

c. To acquire, within a few months, a good working knowledge of community welfare and health resources, and ways in which these resources may be used by people in need.

d. To plan and organize work to achieve most effectively program objectives.

e. To relate to people in an unprejudiced and understanding manner with concern for their circumstances and feelings.

including or supplemented by a course in typing and one year of office experience which included typing or any equivalent combination of training and experience.

2. Required knowledges, skills, and abilities. a. Considerable knowledge of modern office methods and procedures.

b. Knowledge of business English and spelling.

c. Ability to type from clean copy, to type copy correctly from rough manuscript, and to set up and type tabular matter neatly and correctly.

d. Ability to perform somewhat varied and difficult clerical tasks and to give instructions to other clerical employees performing routine tasks.

e. Ability to make arithmetical computations and to keep a variety of records.

f. Ability to meet the public and to get along well with others.

g. Ability to understand and carry out oral and written instructions.

3. Personal attitudes and attributes. Aptitude for office work; neatness in appearance and work; accuracy in detail; willingness and adaptability; alertness; good memory; discretion in maintaining confidentiality.

4. Physical characteristics. Good physical condition.

(24) CLASS TITLE: TYPIST I. (a) *Definition*. Under immediate supervision in a county agency where procedures and regulations are carefully prescribed, performs typing and clerical work and other work as assigned.

(b) *Examples of work performed*. 1. Types administrative and assistance payrolls, award letters, statistical and financial reports; types letters and reports from rough draft; types reports from dictating machines; cuts stencils;

2. Performs a variety of general clerical tasks such as filing; prepares simple statistical and financial reports; opens and distributes mail;

3. Acts as receptionist; answers the telephone; handles routine inquiries and makes appointments.

(c) *Qualifications*. 1. Desirable training and experience. Such training as may have been gained through graduation from high school including or supplemented by a course in typing or any equivalent combination of training and experience.

2. Required knowledges, skills, and abilities. a. Working knowledge of business English and spelling.

b. Ability to type from clean copy and correct copies from corrected manuscript and to set up and type simple tabular statements.

c. Ability to make simple computations and tabulations with reasonable skill and accuracy.

d. Aptitude for clerical operations.

e. Ability to understand and carry out oral and written instructions.

f. Ability to meet the public and to get along well with others.

3. Personal attitudes and attributes. Aptitude for office work; neatness in appearance and work; accuracy in detail; willingness and adaptability; alertness; good memory; discretion in maintaining confidentiality.

4. Physical characteristics. Good physical condition.

**History:** Cr. Register, October, 1966, No. 130, eff. 1-1-67; am. (10) (c) 1., Register, June, 1967, No. 138, eff. 7-1-67.

