

**INGHAM COUNTY
JOB DESCRIPTION**

ASSISTANT SOCIAL WORKER

General Summary:

Under the supervision of a Clinic Coordinator, provides counseling, instruction, and case management services to clients. Assesses the social and emotional needs of clients to identify risk areas and assist them in obtaining assistance to meet those needs. Provides direct counseling services to clients. Assists with coordinating a clinic program in areas such as program policy and protocol development, community resource coordination.

Essential Functions:

1. Interviews clients to obtain information concerning their economic condition and community and family support systems and develops solutions based on input from the client, staff, and members of the client's family, if applicable.
2. May develop a service plan based on input from the client, staff, and members of the client's family, if applicable.
3. Provides counseling to clients.
4. Provides crisis intervention services to clients or their parents. May include resource identification, referrals, coordination with other agencies, and helping the family to cope emotionally.
5. Provides follow-up services including case conferences with other health professionals, home visits, further assistance, referrals, and education to families as needed.
6. Contacts various agencies on the client's behalf. Coordinates support services in areas such as financial help, basic needs items, parenting information, housing and clothing assistance, and legal assistance.
7. Provides information to other units in the health department, other agencies, and community members about health department services, parenting resources, health care resources, and other information as requested. Makes presentations about Health Department services to interested groups.
8. Maintains good working relations with other community agencies and schools and advocates for clients by identifying needs to individuals and community and service agencies. Develops and conducts support groups within the agency, community, and schools.

9. May provide HIV, STI, counseling when requested and follows the state and agency protocols for completing forms and giving test results. May provide counseling to client's regarding pregnancy and pregnancy test results.
10. Collects data, writes reports, and assists with grant writing as requested.
11. Represents the agency with community groups and coalitions.
12. Establishes and maintains relationships with other agency personnel for referrals and follow-up services.

Other Functions:

13. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in a social science.

Experience: One year of experience working with health department programs.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to travel throughout the County.
- Ability to climb stairs to access clients in their homes.
- Ability to access office files.
- Lifts and transports materials and equipment.

Working Conditions:

Works in office conditions and travels throughout the County to attend meetings.

