

SHAWNEE COUNTY, KANSAS
Position Description
Part-Time Social Worker-MSW
(Part-Time with Retirement)

**POSITION
NUMBER:**

HA1085A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position provides case management services to pregnant and postpartum women, infants, toddlers, and their families in homes and community settings. This includes counseling, client/patient education, and referral for health care and social services. Performs other duties as required. This position is supervised by the Maternal Child Health Outreach Health Services Team Leader.

This position is a Union, Non-exempt permanent Part-Time Position with Retirement. It is a permanent position requiring between 988 hours and 1,559.99 hours of work per year on a regular basis. A part-Time Position with Retirement is eligible for all benefits, except for medical and life insurance.

WORK PERFORMED

- 50% Case Management.** Interviews clients, gathering information for a psychosocial history to assess their needs and ability to access needed health care and social services. Helps identify and eliminate physical, emotional and social barriers that can prevent clients from obtaining needed health care and social supports. Provides general case management. Provides education, information, support, and guidance to families and makes appropriate referrals based on findings. Work is centered on obtaining positive outcomes by improving the health of pregnant women and babies through reducing the prevalence of birth defects, premature birth and infant mortality. Teaches group education classes to pregnant women and their support person.
- 30% Documentation.** Maintains timely, complete and accurate documentation in the health record accurately reflecting contacts with and on behalf of families including referrals and reports to other care providers in order to assure the health of families served. Completes the required paperwork for reimbursement and program accountability. Assists in keeping data and statistics in accordance with grant and government regulations.
- 10% Quality Assurance/Team Process.** Participates in all necessary training to ensure understanding of and adherence to Maternal Child Health guidelines. Participates in various inter-department and intra-department teams to assure continuity and consistency in service delivery as defined by protocols, procedures, grants and program standards.

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10% Program Responsibilities. Adheres to social work standards of practice and follows department procedures and protocols as well as local, state, and federal regulations. Required to travel to client homes, community sites and satellite clinic locations to deliver services.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Current social work theory, practices, standards and codes of ethical behavior.
- Public health theory and practices.
- Basic human physical and psychosocial needs.
- Federal, State and County laws and regulations, which impact the LHD.

Ability to:

- Demonstrate rapport building and sensitivity in working with families of various cultures, social and financial backgrounds.
- Exercise independent judgment and seek solutions to problems that arise on a regular basis.
- Work independently in difficult situations.
- Prepare and maintain records, charts and reports, maintaining a high level of confidentiality and discretion.
- Follow detailed written and oral directions.
- Communicate effectively with individuals, families and groups, both orally and in writing, using the English language.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation		X		
Climbing	X				Reaching			X		Unprotected Heights		X		
Throwing	X				Lifting-30 lbs.		X			Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting-30 lbs.	X				Twisting		X			Cramped Body Position		X		
Pushing/Pulling	X				Squatting		X			Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying			X		Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-30 lbs.		X							

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EQUIPMENT USED

Personal Computer	Photocopier	Misc. Office Equipment
Printer	Telephone	BBP Personal Protective Equipment
Fax Machine	Office Furniture	Motor Vehicle

MINIMUM QUALIFICATIONS

- License to practice as a Social Worker at the Masters level in the State of Kansas.
- CPR Certification.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100 within six (6) months of employment.
- Required to pass a pre-employment physical and drug screen.
- Required to lift thirty (30) pounds.
- If CPR Certification has lapsed, will be required to renew their Certification within 120 days of employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 09/25

Revision History: 09/25