

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Social Worker

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	3	2	Non-Exempt	Resident Services	Resident Services Manager

CLASS SUMMARY:

This position is responsible for providing social service case management services to residents. Responsibilities may include assessing resident needs; preparing referrals; and assisting with resident activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Assesses resident needs for social services; prepares referrals in accordance with needs.
2.	Facilitates resident meetings and intervenes in conflicts as needed.
3.	Monitors resident organization actions to ensure compliance with guidelines and regulations.
4.	Assists with resident activities, including: providing transportation to residents; assisting in task completion; and planning activities.
5.	Prepares reports outlining social service cases, monthly activities, and other matters.
6.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Associate’s degree in Social Work or related field; 2-4 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Bachelor’s level State of Wisconsin Social Worker Certification

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Social work standards and practices;
- Social service and related resources;
- Conflict resolution methods;
- Methods of preparing reports;
- Case management principles and practices;
- Computers and related software;
- Applicable federal, state, and local laws, rules, and regulations.

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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SKILLS (position requirements at entry):

Skill in:

- Assessing individual needs for services;
- Preparing referrals;
- Providing case management support;
- Using computers and related software;
- Intervening in conflicts;
- Monitoring organizations for compliance;
- Planning resident activities;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, clients, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR