SOCIAL WORKER – DEPARTMENT OF AGING & DISABILITY SERVICES

Posting Type: Open to All Applicants

Category: Healthcare Practitioners and Technical

FLSA Exempt/Non-Exempt: Exempt

Agency: Dept of Aging & Disability Svc

Department: Unit 1 - Admin

Job Title: Social Worker III

Posting Number: 320688

Full Time/Part Time: Full Time

Regular/Temporary: Regular

Job Location: 6711 S NEW BRAUNFELS AVE

City: SAN ANTONIO

Contact: AccessHR Service Center

Telephone: 888-894-4747

Salary Range: $3,520.33 - $5,746.66

Salary Group: B19

Shift: Days (First)

Travel: 15%

Closing Date:

Job Description:
Social Worker III The Social Worker III performs and documents highly complex social services work including serving as a liaison between the individual, legally authorized representative and others to assure ongoing care, treatment and support through the use of person centered practices. This position gathers information to assess the individual's support systems and service needs, including participation in interdisciplinary team meetings, as needed. This position completes an initial social history, as well as maintains appropriate updates. This position may also support the assessment of the individual's rights and capacity to make decisions and provides individual and group training to promote the exercise of rights. This position designs and provides individual and group training to promote the exercise of rights and develops training curriculum and materials. This position assists with the coordination of admissions, transfers, transitions and discharges, as needed. This position assigns and/or supervises the work of others. The Social Worker III works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:
Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned. 1. Interviews and converses with individuals, legally authorized representatives, actively involved persons and agencies to create and maintain the individual’s social history through determination of what is important to the individual, gather background information needed to assess the individual’s support systems, and identify the individual’s psychosocial, economic and physical needs, with updates as appropriate. Examples Include: • upon admission or return on an extended forensic commitment; • prior to transition to a new home; • upon a change in status; and • in preparation for the annual individual support plan meeting. (30%) 2. Oversees the communication and information exchange between the individual, legally authorized representative, actively involved person and agencies, as needed, and facility or treatment providers to assure ongoing care, treatment and support to include: • maintaining open communication; • providing required notification; • participating in interdisciplinary team meetings as requested; • obtaining necessary consents; and • accessing external resources as needed. (20%) 3. Counsels and provides assistance to individuals, legally authorized representatives, and actively involved persons regarding guardianship issues, annual living options discussions, end-of-life planning and
SOCIAL WORKER – DEPARTMENT OF AGING & DISABILITY SERVICES

rights in accordance with state and federal laws and regulations and state and center policies. (20%) 4. Assigns and oversees the work, time and travel of Social Worker I and II positions and social work students including: • interviewing and hiring to fill vacancies; • training of new staff and current staff as needed; and • performing evaluations and counseling, as needed. (10%) 5. Oversees and assigns the coordination of admissions, transfers, transitions, discharges, and furloughs as needed to assure documentation is completed and medication and personal possessions are addressed through the use of person-centered practices. Examples include: coordinating and conducting tours of the facility for individuals and families interested in admission; providing information to the local authority to assist in obtaining required documents for admission including certified birth certificates, ISD records and social security cards; and ordinating with the receiving facility for individuals transferring within the SSLC system to include transportation and the transfer of resident information, personal possessions, medication, etc. (5%) 6. Designs and conducts individual and group training to explore and promote exercise of rights, voting, citizenship, and development of decision-making, person centered thinking and self-advocacy skills. Develops curriculum and training materials designed to support individuals. (5%) 7. Participates in residence and family meetings and internal/external work groups. (5%) 8. Others duties as assigned include, but are not limited to, participating in activities and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternative shift pattern assignment and/or location. (5%)

Knowledge Skills Abilities:
Knowledge of individuals with intellectual and developmental disabilities, human growth and development, behavioral and mental health, developmental and emotional components of physical illness, social work standards for case management; facility and community resources, and the principles, methods and theories used to practice as a social worker. The social worker must possess the ability to communicate effectively in writing and verbally in both individual and group settings. Social worker works under limited supervision with considerable latitude for the use of initiative and independent judgment. Social worker may supervise the work of others. The Social Worker has limited financial responsibilities, but is accountable for assigned property. The social worker performs all job duties in accordance with the Texas State Board of Social Work Examiners Code of Conduct, National Association of Social Workers Code of Ethics and in compliance with state, state center policies and procedures.

Registration or Licensure Requirements:
Prefer either a Licensed Baccalaureate Social Worker (LBSW) and three years of experience or Licensed Master Social Worker (LMSW) which may be substituted for years of experience. Bachelor's degree in Social work and three years of experience or Master's degree in Social Work and eligible to attain LBSW or LMSW. Must attain Licensed Baccalaureate Social Worker (LBSW) or Licensed Master Social Worker (LMSW) within 1 year of employment. Social worker is required to maintain licensure in accordance with Texas Board of Social Work Examiners. Prior to obtaining licensure, functional title for the position is Social Services Specialist. Once licensure is gained (or if already bestowed at time of hire), the title of Social Worker and subsequent credentials can be used.

Initial Selection Criteria:
• Prefer either a Licensed Baccalaureate Social Worker (LBSW) and three years of experience or Licensed Master Social Worker (LMSW). • Bachelor's degree in Social work and three years of experience or Master's degree in Social Work and eligible to attain LBSW or LMSW. LMSW substitutes years of experience required with Bachelor's degree in Social Work. • Must attain LBSW or LMSW within 1 year of employment. • At least one year of experience working directly with persons with intellectual or developmental disabilities.

Additional Information:
Salary Note: The salary offered will follow HHS starting salary guidelines which are typically made at or near the minimum of the salary range. All applicants must pass: pre-employment drug screen, fingerprint criminal background check, and Client Abuse/Neglect Reporting System (CANRS), Employee Misconduct Registry and Nurse/Aide Registry checks. Males between the ages of 18 – 25 must be registered with the Selective Service. All State Supported Living Center employees are subject to random drug testing. Flexibility in work hours may be required for this position. The position may be required to work overtime and/or extended hours. Note: Military occupation(s) that relate to the initial selection criteria and registration or licensure requirements for this position may include: 68X, 67D, 73A, HM, 230X, 0149, 42SX. For more information see the Texas State Auditor's Military Crosswalk at http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx REQ 320688