



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 4211
4212
4213

SOCIAL WORKER

SCOPE OF WORK:

Persons assigned to positions in this class provide social work support and service to individuals, families, and groups.

DUTIES PERFORMED AT ALL LEVELS:

- Recruit, train, and license foster care providers.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SOCIAL WORKER I
GRADE J

4211

LEVEL DEFINITION:

Individuals in positions at this level provide services for children, case management for the aged, disabled or incarcerated.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Place children in foster care.
- Perform Early Periodic Screening Diagnosis and Treatment (EPSDT)
- Process applications and assist clients in Crippled Children's Services.
- Provide information and referral services as needed.
- Administer day care programs.
- Perform case management for the aged or disabled.
- May provide limited supervision of support staff, homemakers, in-home care specialists, etc.
- Provide child protective services.

MINIMUM QUALIFICATIONS:

Requires licensure as a Licensed Social Worker (LSW) by the North Dakota Board of Social Work Examiners (NDCC 43-41).

SOCIAL WORKER II
GRADE K

4212

LEVEL DEFINITION:

Positions at this level perform intake and needs assessments, develop and implement care plans, crisis intervention and counseling for adults.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop and implement individualized care plans for clients.
- Follow-up on child protective services.
- Supervise in-home care specialists.
- Provide for continuing hospital services.
- Provide admission, discharge, and aftercare services.
- Crisis intervention and counseling for adults.
- Provide intake and need assessment; develop a comprehensive service plan.

MINIMUM QUALIFICATIONS:

Requires licensure as a Licensed Social Worker (LSW) by the North Dakota Board of Social Work Examiners (NDCC 43-41); and one year of professional human services work experience as a social worker, human relations counselor, developmental disabilities case manager, mental illness case manager, vocational rehabilitation counselor, activity therapist, addiction counselor, registered nurse, employment counselor, or a similar professional level position in the public or private sector; OR a master's degree in social work and licensure as a Licensed Social Worker (LSW) by the ND Board of Social Work Examiners.

SOCIAL WORKER III
GRADE L

4213

LEVEL DEFINITION:

Individuals in positions at this level perform investigations, case management, and crisis intervention.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Investigate and assess reports of abuse and/or neglect.
- Provide case management for those families requiring placement or reunification assistance.
- Perform crisis intervention.
- Coordinate services for children in temporary county custody.
- Provide educational services with focus on maintaining an intact family unit or its reunification.

MINIMUM QUALIFICATIONS:

Requires licensure as a Licensed Social Worker (LSW) by the North Dakota Board of Social Work Examiners (NDCC 43-41); and two years of professional human services work experience as a social worker or human relations counselor, developmental disabilities case manager, mental illness case manager, vocational rehabilitation counselor, activity therapist, addiction counselor, registered nurse, employment counselor, or a similar professional level position in the public or private sector; OR a

master's degree in social work and licensure as a Licensed Social worker (LSW) by the ND Board of Social Work Examiners.

Eff. Date: 10/74 – Class code 4011-4015, Social Worker I, II, III, IV and V

Rev: 8/75 – Minimum qualifications changed

Rev: 9/77 – Duties rewritten and level V deleted

Rev: 12/84 – Deleted level IV and changed class codes

Rev: 5/93 – Rewritten, new qualifications

Rev: 4/97 – Rewritten in current format

Rev: 5/05 – Minimum qualifications changed and added level statements

Rev: 7/12 – Conversion to Hay System