

Greene County Social Services is seeking a new team member to join our Family Services Unit. If you have a desire, passion and commitment for helping families and individuals succeed and thrive, then please apply and let's talk.

Family Services Specialist I/II

\$40,161 - 42,169 + benefits

f/t, salaried

Find additional details at: <https://virginiajobs.peopleadmin.com/postings/287965>

EEO/AA

# Family Service Specialist II

FLSA Status: *Exempt*

## General Definition of Work

Performs professional work assessing client needs, counseling and assisting clients, determining available programs and services, providing services to clients, preparing and maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Social Work Supervisor.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

## Essential Functions

Assesses the client's needs and eligibility and develops an appropriate service plan.

Processes applications and redeterminations; interviews the client and family members to gather data on their social, health, emotional and economic problems; assesses the needs and strengths of the individual and the family unit.

Works with the client to formulate service objectives and identify actions needed to solve personal problems.

Refers clients to ancillary agencies for services.

Initiates and processes purchase orders and vendor invoices for service; coordinates and monitors purchased services; tracks expenditures for services provided to ensure spending is within the budget.

Counsels individuals, families or groups to help them explore avenues to solve problems, promote change and prevent crisis or emergencies.

Prepares necessary case records and other reports on services provided.

Receives and investigates referrals of suspected child and adult abuse and neglect; determines the appropriateness of these referrals; assesses safety of child/adult and acts accordingly; follows up on removals with appropriate court filings; testifies in court.

Provides on call and after hours support services for clients.

Participates in training and staff development; attends staff and unit meetings; assists other staff as needed.

## Knowledge, Skills and Abilities

General knowledge of social, economic and health problems; general knowledge of social institutions and the methods of the helping process; general knowledge of individual and group behavior; ability to identify social problems and needs to assess the ability of individuals and families to utilize services in problem-solving; ability to plan and organize work and to understand and interpret laws, policies and regulations; ability to communicate ideas effectively both orally and in writing; ability to prepare reports and maintain records; ability to establish and maintain effective working relationships with clients, associates, other professional and technical staff, social agencies and the general public.

## Education and Experience

Bachelor's degree with coursework in social work, human services, or related field and minimal experience in social services, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires walking and sitting and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal

## Family Service Specialist II

protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

Valid driver's license in the Commonwealth of Virginia.