Georgia State University

Job Specification

Job Title: Social Worker III

BCAT Code: 09IX26  Effective Date: April 1, 2007
Pay Grade: G13   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs advanced level case management in serving high-risk families, such as developmental screening, assessment, and case management. Works with minimal supervision and exercises a high degree of independence.

Examples of Duties
- Conducts home visits.
- Makes referrals and collaborates with interdisciplinary team, service providers and community partners.
- Provides social services to high-risk families.
- Provides intake, such as telephone interviews, correspondence with participating families.
- Facilitates groups with adults and/or children.
- Participates in program planning and development.
- Presents and promotes various programs in the community.
- Identifies linkages between community resources and program needs.
- Supervises Graduate Research Assistants (GRA) and other staff.
- Prepares monthly service reports and progress notes.
- Attends departmental meetings.
- Participates in the development and implementation of policies and procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of community resources.
- Knowledge of programmatic planning.
- Knowledge of group processes.
- Ability to supervise.
- Ability to conduct family and individual needs assessment.
- Ability to provide services independently.
- Ability to speak publicly.

Minimum GSU Hiring Standards
Master’s degree and three years of related experience; or Bachelor’s degree and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section