



Career Service Authority  
Social Worker Intern

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**GENERAL STATEMENT OF CLASS DUTIES**

This is intern level work, performing supervised social work. Maximum length of service: 1 year.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from Social Case Worker series, which perform professional level social casework services including case management, counseling, referral, placement, assessment, and evaluation of professional principals on different levels of complexity.

***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

***Level of Supervision Exercised:***

None.

**ESSENTIAL DUTIES**

Trains in the theoretical and technical aspects of social work, learns, and performs work procedures related to the assignment.

Trains and assists in interviewing clients and family members, history documentation, elementary assessment and client care plan development.

Receives training and instruction in identifying and interpreting social, occupational, and environmental factors related to the case and the internal and external resources available to the social work department.

Trains and assists in the education of clients regarding the social work function and client options and available services.

Assists in the establishment and maintenance of case files, records, and other required documentation and the preparation of periodic reports.

Attends various meetings and conferences, participates in training offered by the agency, and attends other educational classes.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

**Memory** - Recalls information that has been presented previously.

***Physical Demands*** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.

***Working Environment:***

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.

***Education Requirement:***

Current enrollment and completion of three years in a college program leading to a Baccalaureate Degree in Social Work, Psychology, Guidance and Counseling, Child Development, or a closely related field.

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

None.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Ted Pacheco

***REVISED DATE:*** 05/30/2010

***REVISED BY:*** Hameed Pousti

***CLASS HISTORY*** 9/1995 - Class was originally created.  
10/1998 - Class was revised.  
05/2010 - Class spec placed into new format and the language for minimum service was removed.