

Case Manager, CS-11

Description: The primary responsibilities include providing case management/service coordination services to clients within Family Services Administration programs. Helps homeless individuals and families, low-income people, adults at-risk for abuse and neglect, teenage parents, troubled families, and refugees to gradually become stable and self-sufficient through an array of social services, assessments, case management and crisis intervention services. Provides needed crisis intervention services for identified clients.

Qualifications: Degree in behavioral or social science, or related disciplines appropriate to the position.

OR

Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Total: 14 Positions

Social Worker, CS-11

Description: Provides direct professional social work services to individuals and families. Conducts home and collateral visits, develops and maintains up-to-date case plans for each client, provides individual, group and family counseling. The incumbent will serve as an experienced member of an interdisciplinary team.

Qualifications: Must have successfully completed a course of study from an accredited School of Social Work and have fulfilled all the requirements for the Master's Degree in Social Work.

License: Must be Licensed as a Graduate Social Worker (LGSW); or Independent Clinical Social Worker (LICSW), in the District of Columbia.

Social Worker, CS-12

Description: Provides direct professional social work services to individuals and families. Conducts home and collateral visits, develops and maintains up-to-date case plans for each client, provides individual, group and family counseling. Serves as an experienced member of an interdisciplinary team.

Qualifications: Must have successfully completed a course of study from an accredited School of Social Work and have fulfilled all the requirements for the Master's Degree in Social Work.

License: Licensed as an Independent Clinical Social Worker (LICSW), in the District of Columbia.

Social Services Assistant, CS-07

Description: Assists the social worker, case manager and supervisor by providing administrative and clerical support. They will accompany social workers/case managers on home assessments, provide transportation assistance for clients and participate in educational training seminars and conferences. Supports social workers, case managers and supervisors in implementing service plans and attends monthly case meetings.

Qualifications: Successful completion of a full 4-year course of study leading to a bachelor's degree that (a) included at least 24 semester hours in any combination of subjects directly related to the work of the position; or (b) included a major in social behavior, human behavior, or health care; and (c) two (2) years of specialized experience performing duties related to the position, one (1) year of which must be equivalent to CS-06 grade level in the District of Columbia.

Total: 2

Program Support Assistant, CS-08

Description: Provides a variety of administrative and clerical functions that are auxiliary to the supervisor's responsibilities in the management of the complete program. Receives telephone calls and visitors to the office. Screens incoming correspondence and determines appropriate action and perform administrative, program, and technical work to support the assigned program and its operations. Prepares, receives, reviews, and verifies office documents, composes general correspondence pertaining to administrative matters (e.g., letters, memoranda, reports, etc.).

Experience and Education: High School Diploma or GED equivalent; and applicants must have at least one (1) year of specialized experience equivalent to the CS-07 grade level, or its non-District equivalent. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Total: 1

Program Analyst CS-12

Description: Researches and performs analysis (both quantitative and qualitative) on health and human services data. Conducts statistical and quantitative analysis involving big data extracted from multiple databases. Interprets data/findings and generate important business questions.

Qualifications: At least one (1) year of specialized experience equivalent to the CS-11 grade level in the District of Columbia government. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples of specialized experience include applying analytical and evaluative methods and techniques in developing new procedures and approached to identify and resolve significant issues and problems unique in nature; planning, scheduling, and conducting projects and studies to evaluate and recommend ways to improve work operation in a program or support setting.

Total: 2