

## Department of Human Services

### **Position Title / Grade**

#### **Case Manager, CS-9**

The incumbent of this position serves as a Case Manager responsible for conducting family-centered needs assessments; and, coordinating and monitoring a full range of case management services and support for children and families. Arranges for appropriate medical, psychiatric, educational and psychological assessments as needed. Conducts goal-oriented consultations with immediate, extended family members other involved service providers and significant others. Serves as a member of a multidisciplinary team to share knowledge of the children and families' circumstances. Conducts preliminary crisis counseling to defuse crisis situations. Participates in supervisory conferences, educational training and workshops. Prepares a variety of monthly reports on activities, as needed. Completes all required paperwork to initiate timely approvals and payments to contract providers/vendors.

#### **Qualifications:**

Knowledge of general principles and best practices of social work/case management.

Degree in behavioral or social science preferred; or related disciplines appropriate to the position OR a 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.

Substitution of education for required experience will be allowed as defined in OPM's Qualification Standards.

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.

**Accepting Resumes Only**

**Position Title / Grade****Case Manager, CS-11**

The primary responsibilities include providing case management/service coordination services to clients within Family Services Administration programs. Helps Youth, 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.

**Accepting Resumes Only****Position Title / Grade****Social Worker, CS-11**

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.

### **Accepting Resumes Only**

#### **Position Title / Grade**

##### **Social Worker, CS-12**

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.

### **Accepting Resumes Only**

#### **Position Title / Grade**

##### **Supervisory Case Manager, MS-12**

The primary responsibilities is to supervise designated case managers and/ or social workers performing either case management alone, FFT alone, or a combination of both roles. This position supervises a minimum of three, and a maximum of seven staff, all of whom are Grade 11 case managers or social workers.

##### **Qualifications:**

- Proven understanding of, and ability to monitor and appropriately apply youth and social services policies principles, procedures, requirements, and regulations.
- Ability to plan, organizes, and manages resources.
- Ability to ensure actions meets public needs and aligns organizational objectives.

## **Education**

At this level, there is no substitution for Education. The Incumbent must demonstrate the level of specialized experience.

The specialized experience is the base factor of qualifying for this position.

After the specialized experience is met, the program area will take into consideration candidates who have a Bachelor's degree in behavioral or social science; or related disciplines appropriate to the position. NOTE – a degree is not required; yet specialized experience is (see below).

The individual must have one (1) year of specialized experience equivalent to the grade 11 level.

Such experience may be demonstrated through:

Four years of professional experience that demonstrates the applicant has acquired the skills and abilities to successfully perform the duties of the position such as working with community organizations or agencies administering social services programs, coordinating programs for parenting or children services, or similar work in the social services realm.

## **Accepting Resumes Only**

### **Position Title / Grade**

#### **Supervisory Social Worker, MS-13**

The primary responsibilities is to provide direct supervision to MSW social workers at the CS-9, CS11, CS-12 levels; social services assistant(s) and clerk typist. Develops and implements, in consultation with other supervisors and Branch Chief, an overall plan for the operation of the Unit in a manner that is consistent with the assigned Branch.

### **Qualifications:**

Applicants must have successfully completed a course of study in an accredited School of Social Work and have fulfilled all of the requirements for the Master's Degree in Social Work by the Council on Social Work Education. A copy of the Master's Degree and License MUST be submitted with the application. Applicant must be a Licensed Graduate Social Worker (LGSW) or Licensed Independent Clinical Social Worker (LICSW) in the District of Columbia in order to independently perform work involving the provision of a wide variety of especially complex social work services in the D.C. community and in order to practice social work as specified in the Health Occupations Revision Act of 1985, DC Law 6-99. In addition to the basic requirements, applicant must possess one (1) year of professional social work experience equivalent to at least the next lower grade level, CS-12 or its non-district equivalent.

1. Experience working with youth at risk entering the juvenile system and their families

2. Experience working in the community (family, homes, schools, etc.)
3. Experience collaborating with other providers to strengthen client support systems

**Accepting Resumes Only**