

Alberta's Health Regions and Voluntary Organizations and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Social Worker I**

Date Updated: **May 20, 2008**

Job Summary:

The Social Worker (SW) I performs work of limited scope and complexity which generally involves gathering and documenting client information, providing basic client support, making client referrals to agencies. This position may assist Social Worker (SW) II and III's.

Key Responsibilities and Typical Duties:

Core Duties

- Provides initial screening by gathering and documenting client information.
- Provides basic assessment of clients' and families' social and economic environments.
- Provides basic support to clients and families to determine and facilitate short-term needs.
- Liaises with and refers clients to appropriate government and community agencies.

Other Related Duties

- Completes required documentation, reports and statistics associated with assignments.
- Maintains inventory of therapeutic resources.
- Participates in case conferences and interdisciplinary meetings.

Leadership

- Acts a resource for families, community professionals, and other members of the care team.

Decision-Making

- Provides basic intake and screening procedures.
- Liaises with and refers clients to appropriate community and government agencies.

Knowledge:

Education

- Diploma in Social Work from an accredited program.

Registration Requirements

- Registered with the Alberta College of Social Workers (ACSW).

Working Conditions:

Physical Demands

- Required to stand or sit for extended periods of time during performance of duties.
- Assists clients in and out of vehicles, care facilities, beds and homes.
- Moves, lifts or transfers client's personal effects.

Work Environment

- Travel in all weather/road conditions.
- Requires involvement with clients/families that could be verbally or physically aggressive.
- May work with clients who have cognitive and/or behavioral issues or high medical needs.