

Easterseals DuPage & Fox Valley

FOR: Policy & Procedure Manual
SECTION: Personnel
RE: Job Description
POSITION: Social Worker
REPORTS TO: Director, Social Services
STATUS: Exempt

PURPOSE: To provide social work services which include, but are not limited to, service coordination, counseling and information/referral.

MISSION STATEMENT:

To enable infants, children and adults with disabilities to achieve maximum independence, and to provide support for the families who love and care for them.

ESSENTIAL FUNCTIONS:

- I. Maintain Ethical Standards of Practice.
 - A. Delivers services consistent with established Easterseals DuPage & Fox Valley Mission, Values, and Philosophy.
 - B. Maintains patient confidentiality and respects the rights and dignity of all individuals.
 - C. Complies with current professional Code of ethics, state licensure laws, and all prevailing Federal, State and local laws regulations.
- II. Provide direct social work services to parents, siblings and clients where indicated.
 - A. Provide individual counseling to parents, siblings and enrolled clients.
 - B. Provide group work to parents, siblings and enrolled clients.
 - C. When appropriate, attend staff interdisciplinary conferences, school staffings and other meetings related to enrolled clients.
 - D. Provide information and referral services as well as service coordination when indicated.
- III. Provide consultation to staff that relates to behavior management and/or family coping with a child who has special needs.
 - A. Provide behavior management consultation to staff for Center clients.
 - B. Provide other social work-related consultation to staff for Center clients.
- IV. General
 - A. Attend staff meetings.
 - B. Attend department meetings.
 - C. Maintain current records.

OTHER FUNCTIONS:

- I. Maintain an interest in further development of professional growth and skills.
- II. Follow all policies and procedures as outlined in the Policy & Procedure Manuals.
- III. Assist with the development of other social work services that are pertinent to the clients of Easterseals DuPage & Fox Valley.

QUALIFICATIONS:

1. Master's Degree from accredited School of Social Work or in Counseling/Psychology.
2. LSW, State of Illinois or eligible.
3. 3 - 5 years of experience preferred.
4. Maintain current CPR certificate.

REQUIREMENTS:

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 25 lbs. on an as-needed basis
2. Perform the basic life operational functions of talking, hearing, vision
3. Perform repetitive motions (i.e. computer keying and/or dialing phone)
4. Sitting for long periods of time

This position requires exposure to the following environmental factors:

1. Daily contact with domestic and industrial cleaners;
2. Exposure to variable noise levels;
3. Occasional contact with noxious smells;
4. Frequent exposure to communicable illnesses

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Revised 4/04
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Reviewed 3/13
Reviewed 5/14
Reviewed 10/15
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Reviewed 7/17
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