

**POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER**

POSITION: Social Worker I
(Unionized through A.F.S.C.M.E. District Council 47)
Family Court Division

(Open to promotion, transfer and new applicants)

SALARY: \$43,407- \$47,753 (P17)

REQUIREMENTS:

1. Bachelor's degree from an accredited college or university in Social Work, Psychology, Criminal Justice, Sociology, or Counseling and Guidance.
2. Active status as a Licensed Social Worker and ongoing compliance with all continuing education requirements to maintain active license.
3. One (1) to two (2) years of social work experience.

OR

- Equivalent combinations of training and experience which provide the characteristics required to perform the essential functions of the class may substitute for those listed.
4. After meeting minimum standards, successful completion of a panel review and interview process.
 5. City residency required within six (6) months of satisfactory completion of an orientation period.
 6. Ability to perform the essential functions of a position in this class.

GENERAL DEFINITION

This is entry-level professional social work. Social Workers are expected to evaluate information secured and make independent decisions within established policies and standards. The employee is under general supervision of a professional supervisor and assists various court units including Adoptions Branch. The individual selected for this position may be assigned to either the Juvenile Branch or Domestic Relations Branch of Family Court, and may be reassigned to either Branch, as business needs might require. Work is performed under the supervision of an administrative supervisor and assignments are carried out in accordance with standard Family Court Division practices and procedures.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Interview essential contacts and evaluate the needs and strengths of individual clients and their family unit which may include children, geriatric and/or disabled populations, and gather data on their social, physical health, emotional, and economic issues.
- Secure supplementary information such as financial or medical records.
- Prepare client assessments and social histories and petitions based upon interview and research.
- Work with clients to identify actions needed to solve personal issues such as those related to emotional needs, finances, home management, housing, health, physical care and safety.
- Manage cases and conduct follow-up meetings with individuals.

- Collaborate with other professional disciplines.
- Prepare necessary client records and other reports.
- Appear in Court to provide testimony and provide consultation to Judiciary regarding documentation and other contents of records, prepare and generate outcome orders on system for Judicial signature, and perform other tasks as necessary to facilitate efficient courtroom operations.
- Investigate custody and support status.
- Interpret laws, policies, and regulations in order to apply, with supervision, policy manuals, agency regulations, and laws related to court programs.
- Educate the public and make presentations to interested groups.

MARGINAL FUNCTIONS

- Answers the telephone or may meet or greet callers.
- Provides general information pertaining to assigned function.
- Replenishes in a computer printer, copier or fax machine paper supplies.
- Performs related work as required

ENVIRONMENTAL CONDITIONS

- Standard courtroom and clerical office conditions.
- Direct contact with diverse court clientele.
- Exposure to outside weather conditions and driving hazards.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Considerable knowledge of Adoption law.
- Considerable knowledge of public and private social welfare and related agencies' functions and resources.
- Ability to apply social work techniques effectively to more complex caseload problems.
- Ability to express ideas clearly and effectively, both oral and in writing.
- Considerable knowledge of court operations and procedures regarding assigned function.
- Knowledge of office management standards, procedures and practices.
- Knowledge of supervisory methods and practices
- Some knowledge of principles and standards of administrative organization and management.
- Ability to represent the assigned unit in conferences and meetings with public and private officials.
- Ability to supervise staff engaged in varied clerical functions.
- Knowledge of the statutes, procedural rules, administrative regulations, and other applicable rules and legal terminology governing Family Court matters.
- Ability to establish and maintain effective working relationships with court employees, general public and representatives of agencies involved in court hearings and/or implementation of court decisions.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.