

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SOCIAL SERVICE CONSULTANT II

POSITION CODE: 41302
Effective: 1-1-71

DISTINGUISHING FEATURES OF WORK:

Under general direction, directs a regional or specialized social casework consultant service; assigns and evaluates work of consultants and casework staff; supervises and participates in the evaluation and revision of casework methods, procedures and techniques; supervises and participates in the evaluation and makes recommendations for adjustment of agency policy, rules and requirements.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs and supervises social service consultants providing instruction and guidance to encourage and stimulate the application of professional social casework methods, techniques and principles.
2. Supervises and conducts social case studies and investigations, review of casework staffs' methods and techniques and approves or recommends appropriate actions.
3. Plans and conducts or assists in conducting group meetings to disseminate information regarding social casework methods and techniques and agency standards and requirements.
4. Conducts studies, public relations activities and speaks before community groups to develop or extend community resources to aid public assistance recipients in accomplishing self-support or self-care; assists in coordinating social welfare services of the agency with those of other public and private agencies.
5. Plans, directs and participates in the writing of agency policy, rules, regulations and requirements; assists administrators in developing and recommends agency program content, standards, policies and procedures; participates in staff conferences for developing those projects.
6. Reviews and analyzes proposed policy, rules, regulations and requirements to adjust if necessary and to assure there will be no conflict with existing or proper practices.

SOCIAL SERVICE CONSULTANT II (Continued)

7. Serves on committees to interpret the agencies' programs to interested groups and related agencies.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a master's degree in the social sciences.

Requires three years professional experience in social work or related field.

Knowledges, Skills and Abilities

Requires extensive knowledge of social welfare work principles and techniques.

Requires extensive knowledge of state and federal laws and agency requirements pertaining to all phases of public welfare.

Requires extensive knowledge of literature of the social welfare field.

Requires extensive knowledge of current social and economic problems of community and individual health, educational and recreational needs and community and state resources.

Requires ability to direct and give effective consultation and instruction related to professional social casework.

Requires ability to direct, review, analyze, revise and compose agency instructional, procedural and interpretive material.

Requires ability to plan, prepare and present comprehensive reports, oral and written and other written descriptive material.

Requires ability to analyze and revise existing and to develop new methods, techniques and procedures of social casework.

Requires ability to supervise professional and clerical personnel.

Requires ability to establish and maintain effective harmonious relationships with members of the staff, other agency representatives and the general public.