



CITY OF MIAMI BEACH
invites applications for the position of:

Case Worker II

EOE/AA/ADA/VET PREF

SALARY: \$18.99 - \$30.67 Hourly
\$1,519.23 - \$2,453.73 Biweekly

OPENING DATE: 11/07/11

CLOSING DATE: 11/18/11 05:00 PM

NATURE OF WORK:

Responsible for clerical or technical work of a specialized nature involving coordinating referral services to individuals and families requiring assistance of social service agencies. Work involves the performance of a variety of non-hazardous/non-enforcement field work and office duties. Incumbent exercises independent judgment in evaluating information and initiating program actions, preparing complete case records within the general framework of good casework techniques, existing laws and departmental and program rules and practices. Work is performed under the supervision of the Division Director who reviews work for adherence to standards of the program requirements, through personal conferences and analysis of case records and who provides direction in resolving problems resulting from conflicting philosophies, novel cases, or involving potential danger to client(s) and/or the facility.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES:

- Interviews clients with problems such as personal and family adjustments, school attendance, finances, employment, food, clothing, housing, physical needs to determine nature and degree of problems.
- Confers with principals, teachers, and other providers regarding clients.
- Visits families of clients to resolve truancy problems and makes referral to applicable agency.
- Helps client to modify attitudes and patterns of behavior by referral to social agency as necessary.
- Refers clients to community resources and other organizations.
- Performs job search activities and provides job referral opportunities.
- Coordinates and organizes community outreach workshops for clients.
- Attends staff meetings, workshops, conferences and parent meetings.
- Compiles records and prepares reports.
- Reviews service plans and performs follow-up to determine quantity and quality of service provided client and status of client's case.
- Accesses and records client and community resource information.
- Secures supplementary information such as employment, medical records, and/or school reports.
- Performs related work as required.

MINIMUM REQUIREMENTS:

- Graduation with an Associate's degree or equivalent in college credits with major course work in Social Work, Business, Criminal Justice, Sociology or Psychology, with some experience working in social service, youth program or related field.
- Experience may substitute for education on a year-for-year basis.
- Valid driver's license.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://web.miamibeachfl.gov/hr/jobs.aspx>

OUR OFFICE IS LOCATED AT:
1700 Convention Center Drive
Miami Beach, FL 33139
305-673-7524
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