

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 002809
Grade: 18
FLSA: Exempt**

LICENSED BACHELOR SOCIAL WORKER (LBSW)

DEFINITION OF SERIES:

This is entry level social work at the bachelor's degree level. Employees in this class work with individuals experiencing various social issues, including endangerment, abuse, neglect, homelessness, and emotional-behavioral-mental health problems. They provide direct assistance, counseling, and referrals, and may work as part of an interdisciplinary team.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification must have completed a bachelor's degree in social work and must also possess a license as a Bachelor Social Worker (BSW) certified by the Maryland Board of Social Work Examiners. The LBSW, at minimum, receives direction from a licensed Social Worker at the clinical level. An LBSW may not engage in the practice of social work independent of social work supervision unless approved by the Maryland Board of Social Work Examiners for independent practice. Under the direction of licensed clinical level Social Worker, the LBSW applies commonly used social work methods and techniques to assist clients in achieving better social, emotional, physical, and economic adjustment.

MAJOR DUTIES:

Employees in this classification are responsible for conducting assessments, and collecting client-specific information on various aspects, including health, family dynamics, employment, housing, and mental health or substance abuse. These assessments allow the LBSW to evaluate client needs to determine which services are best. Case management is a major aspect of the duties performed, and is essential to coordinate and facilitate services, ensuring that clients' needs are met effectively and efficiently while promoting their overall well-being and progress. Employees in this classification intervene with individuals facing challenges or crises, aiming to mitigate harm, promote positive outcomes, and provide immediate assistance and support. At the direction of the LMSW the LBSW formulates individualized plans, informs clients of supplementary services, and may also make referrals to clients for additional treatment options or services. The LBSW offers consultation services to individuals and organizations, serving as a source of education to raise awareness about issues impacting members of the community. The LBSW actively engages in advocacy for their clients, advocating for equitable access to resources, services, and opportunities that can significantly improve the lives of their clients. Collaboration with other professionals such as mental health practitioners and law enforcement is also essential to ensure coordinated services.

EXAMPLES OF DUTIES: (Illustrative Only)

- Screens non-APS referral such as Social Services to Adults or Senior Care.
- Checks public records, such as birth records, for data and verifies other information such as income, kinship, and residence.
- Qualifies client eligibility for benefits/programs.

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- Interviews or obtains information from customers and other individuals to gather necessary information in cases concerning suspected child or adult abuse or neglect, out of home placement, guardianship or emergency protective orders, or adoption.
- Conducts home/site visits.
- Provides assistance and guidance to address issues for clients impacted by homelessness.
- Provides casework and advocacy services to assist clients in confronting and resolving behavioral, social, economic, and environmental challenges.
- Establishes and maintains personal contact with other helping agencies and community resources to facilitate the referral of individual customers.
- Assists customers in identifying, developing, and using their potential capabilities as well as other community resources for taking care of their social, health, emotional, behavioral, and economic problems.
- Prepares and manages case records and reports concerning information secured and services rendered.
- Applies social work values, principles, and techniques in helping clients and families obtain social services.
- Assesses case situations and develops and implements an individualized plan of service.
- Compiles evaluative reports and may make recommendations to the courts, other agencies, and institutions regarding individual case situations; Uses database applications to record information, research, and track or manage cases for compliance with applicable laws, regulations, and standards.
- Crisis intervention (includes diffusing, support, safety planning) for high-risk clients.
- Provides on-call coverage in cases involving suspected child or adult abuse or neglect.
- Advocate for clients (courts, jails, schools, residential facilities, etc.).
- May place children in foster and adoptive homes.
- May assist staff in preparing comprehensive evaluative reports recommending licensure of prospective homes for foster care or adoption.
- May participate in initial investigations of fatalities that result from suspected abuse or neglect.
- Testifies in legal proceedings as to the facts of a specific family service case and may testify in court.
- Maintains communication with clients and their families, support workers, teachers, and providers.
- Performs related duties, as required

SUPERVISORY CONTROLS:

Employees in this class are supervised and receive guidance from higher-level licensed clinical Social Workers (or above) or their supervisors. The LBSW refers to their supervisor for guidance in carrying out work.

SUPERVISION EXERCISED:

Employees in this class do not typically supervise other staff members.

GUIDELINES:

LBSWs follow guidelines that encompass the concepts, theories, principles, methods, and techniques of professional social work. They adhere to ethical standards and practices of the profession and comply

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with program-specific procedures and protocols. They also ensure confidentiality and privacy requirements are met.

COMPLEXITY:

The work of an LBSW involves a workload of conventional assignments that require problem-solving and the application of professional knowledge and skills. They handle various client problems and must navigate complex situations to provide effective assistance or refer clients to other services. The LBSW must work under the direction of a licensed clinical Social Worker.

SCOPE AND EFFECT:

Work directly with clients, providing counseling, support, and referrals. Their work has an individual and often family-specific impact, aiming to promote stabilization, recovery, enhanced functioning, and overall well-being.

CONTACTS:

Frequent interactions with clients, their family members, other social work and human service professionals, support staff, law enforcement personnel, and various service providers within and outside of the organization.

PUBLIC SERVICE/ASSISTANCE:

The LBSW plays a crucial role in providing public service and assistance by addressing the needs of individuals facing social challenges. They advocate for clients' rights and work towards improving their social, emotional, physical, and economic well-being.

HAZARDS:

Employees in this class may occasionally encounter situations involving aggressive or unpredictable behavior from clients.

MINIMUM QUALIFICATIONS:

Education:

Possession of a bachelor's degree in Social Work from an accredited college or university.

Experience:

No prior experience required.

Substitution:

N/A

Equivalency:

An LBSW shall practice social work under a social work supervisor and may include practice social work as stated in Health Occupations Article, §§19-101(m) and 19-307(c)(1), Annotated Code of Maryland.

Licenses, Registrations, Certifications, or Special Requirements:

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Possession and maintenance at all times of a valid Class C (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

Must be licensed as a Licensed Bachelor Social Worker - LBSW, by the Maryland State Board of Social Work Examiners prior to appointment. Note: There will be no substitutions for this requirement.

Knowledge, Skills, and Abilities:

Basic Knowledge of:

- Knowledge of treatment issues related to behavioral, emotional, economic and social problems, including dual diagnosis, and chemical dependency.
- Knowledge of available community resources, such as medical, mental health, economic and social services.
- Knowledge of substance abuse, child and adolescent development and behavioral health disorders.
- Knowledge of the emotional, social, economic and physical needs of children and adults.
- Knowledge of the principles, practices and ethics of professional social work.
- Knowledge of the social implications of various diseases or disabilities.
- Knowledge of human growth and development.
- Knowledge of individual and group behavior.

Skill In:

- Skill in using computer applications such as email, word processing and database applications.
- Skill in engaging a variety of clients and in communicating clearly and effectively, both orally and in writing with clients, other professionals and citizens.

Ability to:

- Ability to work effectively with children and adults who have social, economic, emotional, behavioral or health problems.
- Ability to aid customers in the constructive use of their capabilities and in adjusting to their specific situations.
- Ability to evaluate client needs and formulate goals to resolve social and emotional problems.
- Ability to rapidly acquire knowledge of State/County/community resources, such as medical, mental health, legal and social services, in order to make referrals and help ensure completeness of responses to needs.

Work Environment:

Work is primarily sedentary in nature and performed in an office, home, school, hospital, or other community settings.

Physical Demands:

May involve evening-weekend-holiday duty, on-call coverage, or rotating shifts. The work requires ordinary physical effort to sit, walk, stand, bend, and reach or carry light items. Ability to attend meetings or perform other assignments outside the office, such as responding to the scene of a critical incident or location.

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PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL PROTOCOL: Core I Exam with a Drug/Alcohol Screen.

PROMOTION POTENTIAL:

N/A

CLASS SPECIFICATION HISTORY:

Class Established: July 2023