

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Social Worker-MSW (DOC)**

**POSITION CONTROL NUMBERS:DF1012, DF1013, DF1282 FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position establishes and maintains counseling programs for inmates, especially those who are at high risk for suicide and/or suffer from mental illness. This position directly provides counseling to inmates, responds to inmate grievances, makes placement recommendations to supervisor and requires a high level of professionalism and confidentiality. Performs other duties as required. This position is supervised by the Social Work Team Leader.

**WORK PERFORMED**

- 40% Inmates in Crisis.** Identifies those inmates in potential crisis. Provides direct intervention for those inmates on suicide watch and in the Close Observation Module. Works in cooperation with the Social Work Team Leader in recommending module placement, programs, and care upon release. Prepares and assists the Programs Division with providing special programs to special need inmates for proper integration into general population modules. Works with community-based mental health agencies to coordinate information and proper care for special needs inmates. Works closely with departmental medical service providers for proper medication observation.
- 30% Counseling for Inmates.** Establishes, maintains and provides direct counseling to inmates in need. Facilitates small group and individual counseling sessions for inmates in the Close Observation Module. Maintains progress notes and documentation of counseling sessions. Meets daily with the Social Work Team Leader to review and identify inmate needs. Researches, monitors and coordinates inmate placement in community-based mental health programs and assists in release preparations.
- 15% Resource Referrals.** Maintains contact with outside agencies and professionals (SRS, KDHE, attorneys, Court Services) for appropriate inmate placements, programs and release. Identify and refer inmates to community-based agencies for mental health services upon release.

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Social Worker-MSW (DOC) (DF1012, DF1013)**

**WORK PERFORMED (Continued)**

**10% Inmate Request/Grievance Response.** Responds, forwards and follows-up on inmate requests and grievances. Tours Close Observation Modules daily to communicate with inmates. Frequently will participate in the implementation of departmental policy and procedures as it applies to the inmate handbook, grievance procedure and amendments to the suicide prevention plan.

**5% Behavioral Management Meetings.** Attends and participates in bi-weekly meetings to discuss current events relating to inmate services. Evaluates priority outcomes for inmate counseling sessions and coordinates assignments with the Programs Unit Supervisor and Social Work Team Leader.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Social work theory and practices.
- Basic human physical and psychosocial needs.

**Ability to:**

- Apply primary health care and techniques to specific inmate situations.
- Work in adverse situations.
- Prepare and maintain records, charts and reports.
- Follow detailed written and oral directions.
- Communicate effectively, both orally and in writing, using the English language.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving	X			
Pushing/Pulling		X			Bending			X		High Elevation			X	
Climbing		X			Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery		X		
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions			X	
Carrying		X			Turning		X			Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision			X		Carrying		X			Irregular Surfaces		X		
<b>VOICE</b>					Climbing		X			Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic			X	
<b>EARS</b>					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting		X			Temperature and Humidity			X	

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**EQUIPMENT USED**

Personal Computer   Printer   Telephone   Fax Machine   Photocopier   Office Furniture

**MINIMUM QUALIFICATIONS**

License to practice as a Social Worker (MSW) in the State of Kansas.

No felony convictions.

**SPECIAL REQUIREMENTS**

Required to pass a background investigation, pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Supervisor's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 05/04  
Revision History: 04/05