



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 716.1

Job Title: **MEDICAL SOCIAL WORKER**

Pay Grade: 16

GENERAL SUMMARY:

Assists in providing counseling and direction for individuals and families experiencing personal and/or environmental crises.

RESPONSIBILITIES:

- Conducts screening interviews with patients and/or families to determine eligibility for family planning, dental health, maternity services and/or other social services.
- Refers clients to various community resources and/or agencies that can provide qualified assistance; e.g., housing, job training and placement, financial aid, education, etc.
- May provide limited counseling to clients with emotional or environmental problems; refers them to senior level personnel for professional evaluation and follow-up.
- Disseminates information to general public regarding eligibility and processing of various social programs; provides referral services.
- Prepares and maintains client files; prepares and submits billing documentation; compiles and prepares required reports.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in social work, sociology, psychology or a related field.

EXPERIENCE:

Six months of experience in social work are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is infrequent with the primary contacts being clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Medical Social Worker

Effective: October 1990

Revised: January 2002