

WANTED: retired social worker willing to volunteer with New Kent Social Services on a part-time basis. The following is the position description:

**DUTIES & RESPONSIBILITIES:** Assists with Intake and On-going Child Protective Services. Supports and assists clients, individually and in groups, utilizing available resources to meet their personal, social, health, and economic needs and to help them develop their own capabilities. Provides guidance to clients seeking alternative solutions to specific problems, such as: child care, management of finances, housing, health needs, education, vocational training and employment. Assists with reports of child abuse & neglect, assessment in the formulation & delivery of services plans. Records maintenance. Assist with court ordered home studies.

**KNOWLEDGE, SKILLS AND/OR ABILITIES:** Knowledge of social work principles & practices; ability to assess an individual's and/or family's strengths & needs; knowledge of social, economic, & health problems that face individuals, groups & communities; ability to respond to the client's emotions. Knowledge of family preservation and Comprehensive Services Act preferred.

**QUALIFICATIONS:** Some experience with Microsoft Office Background, Word and OASIS (the State's system of record for Child and Family Services); excellent typing skills to support correspondence, reports and special projects; effective oral and written communication skills; ability to organize and establish priorities.

**EDUCATION (EXPERIENCE): SPECIAL REQUIREMENTS:** (1) Possess a minimum of a baccalaureate degree in the Human Services field; or (2) Possess a minimum of a baccalaureate degree in any field accompanied by a minimum of two (2) years of appropriate & related experience. Family therapy, skills to work toward reunification of family or prevention of foster care.

Contact S. Michelle Lauter, Director of the New Kent Department of Social Services at (804) 966-1853