

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Case Manager **JOB CLASSIFICATION** Social Worker

DOT TITLE Social Worker, Clinical **DOT NUMBER** 195.107-034

DEPARTMENT Community and Human Services **DIVISION** Community Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 4

CONTACT'S NAME & TITLE Bob Holloway, Manager

CONTACT'S PHONE 206-205-3531

ADDRESS OF WORKSITE

Work Source Renton
500 SW 7th Street, Suite 100
Renton, WA. 98057

VRC NAME Kyle Pletz

DATE COMPLETED 10/5/06

VRC NAME Jeff Casem

DATE REVIEWED 10/23/09

WORK HOURS

Typical work hours are 40 hours per week; 8:00am to 5:00pm, Monday through Friday, but alternative scheduled may be assigned as required by the program.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Does not occur.

JOB DESCRIPTION

Provides professional employment and training services to dislocated and/or unemployed workers in order to assure successful job placement or completion of training making clients competitive in the labor market and to assist employers in the hiring of these workers.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Must have a bachelor's degree in social work, education, or related field; a Masters degree is desired. Must have at least three years experience providing direct multi-level social services with outside agencies, employment and training. Multi-level services include counseling, case management, and coordination of services with outside agencies, employment and training. At least three years of experience providing direct multi-level employment and training services to dislocated workers is desired. Must have demonstrated ability to develop and maintain effective working relationships with employers, clients, staff, community based organizations, community service providers and local veteran service providers. Effective oral communication and interpersonal skills are necessary to motivate clients, make presentations to the public and maintain a strong liaison relationship with the community. Must have the ability to communicate clearly and effectively with clients and employees from diverse cultural and social economic backgrounds.

ESSENTIAL FUNCTIONS

1. Develops educational, vocational and re-employment plans with clients.
2. Negotiates individual training agreements with schools and employers; performs on-site monitoring of training progress.
3. Establishes linkages, rapport and strong working relationships with community colleges, the business community and organized labor.
4. Follows up with employers regarding participant's performance in job interviews and performance on the job.
5. Develops, negotiates and monitors training contracts.
6. Performs employer outreach and job placement.
7. Follows up with participants to assure retention on the job with employers.
8. Coordinates community resources and other activities for participants including social service agencies and other organizations.
9. Administers and interprets vocational and educational assessment tests.
10. Maintains up to date participant records and case notes in compliance with local, state, and federal regulations.
11. Presents program information and services to individuals and groups.
12. Participates in workshops at Work Source locations with subject matter that may include, but not limited to resume critique, job search assistance, interview techniques and computerized job search assistance.
13. Meets performance based outcomes related to program goals and completes extensive documentation as needed.

NON-ESSENTIAL FUNCTIONS

1. Performing some community work.
2. Participating in the various committees.
3. Driving.

OTHER TOOLS & EQUIPMENT USED

Computer, telephone, files, folders, overhead projector, computer projector, County or personal vehicle, shredder, calculator, printer, hole punch, stapler, copy machine, and fax machine.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Frequently on flat carpeted surfaces for up to 5 minutes at a time for up to 1.5 hours total in a work shift while performing office duties such as using the copy or fax machine or conversing with coworkers. The employee may also need to stand for up to 4 hours at a time for up to 5 hours total in a shift while conducting a workshop once a week. The employee can alternate sitting and standing when at their sit/stand workstation.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat carpeted surfaces for distances of up to 40 feet for up to 90 seconds at a time for up to 45 minutes total in a work shift. Most commonly occurs while meeting clients at the reception area and escorting them back to the office area 8-10 times per day. On a rare occasion the employee may need to walk up to 60 feet at a time in order to go to another facility such as a training institution or school.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair for up to 2 hours at a time for up to 8 hours total in a work shift. Most commonly occurs while reading files, attending meetings, performing assessments of clients, providing services to clients, talking on the phone, composing case notes, and performing computer work. The employee may alternate sitting and standing as needed. The employee can alternate sitting and standing when at their sit/stand workstation.

Climbing stairs

Health Care Provider initials if restricted _____

Rare for up to 15 seconds at a time while climbing one flight for up to 1 minute total in a work shift. Most commonly occurs while entering or exiting the work site as well as a training institution or school. Climbing stairs is not a requirement of the job and can be avoided by utilizing a ramp entrance or an elevator.

Bending neck up

Health Care Provider initials if restricted _____

Frequently for up to 15 seconds at a time for up to 5 minutes total in a shift while looking for objects on upper shelves and in overhead cabinets and bins.

Bending neck down

Health Care Provider initials if restricted _____

Frequently for up to 20 minutes at a time for up to 5 hours total in a shift reviewing documents, notes for presentations and files. The employee may be able to reduce bending the neck down by utilizing the sit/stand workstation.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on flat carpeted surfaces for 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing and replacing files in low file drawers. Can alternate with squatting as needed.

Squatting

Health Care Provider initials if restricted _____

Occasionally on flat carpeted surfaces for 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing and replacing files in low file drawers. Can alternate with bending/stooping as needed.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour at a time for up to 2 hours total in a work shift while driving a car to other facilities. On some occasions the employee may be able to reduce driving by carpooling.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare for 15 seconds at a time for up to 5 minutes total in a work shift while removing and replacing files in high file drawers or on high shelves.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while composing case notes, typing, driving an automobile, performing computer tasks, manipulating files, and handling documents and papers.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rare for 15 seconds at a time for up to 5 minutes total in a work shift while removing and replacing files in low file drawers or on low shelves.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rare for 15 seconds at a time for up to 3 minutes total in a work shift while removing and replacing files in low file drawers or on low shelves.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for 15 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs with weights of 5-7 pounds while removing and placing multiple files in drawers and cabinets.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 40 feet for 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 5-7 pounds while transporting multiple files within the office as well as to and from another facility such as training institutions/schools.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rare for 15 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of up to 15 pounds while removing and replacing multiple files in file drawers and cabinets.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rare for distances of 15 feet for up to 15 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of up to 15 pounds while moving multiple files within the office. There is a cart available to avoid carrying.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for 3 minutes at a time for distances of up to 60 feet at a time with a force of 5-10 pounds for up to 30 minutes total in a work. Most commonly happens when opening and closing file drawers, desk drawers, and office doors using a pushing and pulling force of 5-7 pounds. On a rare occasion the employee may need to push or pull a cart with 10 pounds of pressure for up to 60 feet while transporting files to another facility or pushing a cart with a TV on it/workshop or training materials.

Handling

Health Care Provider initials if restricted _____

Occasionally for 10 minutes at a time for up to 45 minutes total in a work shift while manipulating files and documents.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 1 hour at a time for up to 3 hours total in a work shift while driving a car to other facilities and using the computer mouse.

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 30 minutes at a time for up to 6 hours total in a work shift while typing, writing case notes, setting up a projector, completing vouchers, operating the computer mouse, as well as manipulating papers and documents.

Talking

Health Care Provider initials if restricted _____

Continuously for 1.5 hours at a time for up to 8 hours total in a work shift while performing workshops, conversing with employers, school and training representatives, co-workers, and clients.

Hearing

Health Care Provider initials if restricted _____

Continuously for 5 hours at a time for up to 8 hours total in a work shift while performing workshops as well as conversing with employers, school and training representatives, co-workers, and clients.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 6.5 hours total in a shift while reading files and documents, composing case notes, driving and performing computer tasks.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Frequently for up to 4 hours at a time for up to 6 hours total in a work shift while interacting with the public which may include potentially upset or hostile persons.

ENVIRONMENTAL FACTORS

Work is performed in an office setting with cubicles with close proximity to other workers. The worker is exposed to dislocated workers who may be upset or hostile.

The noise level is

HCP Initials if Restricted

Approximately 50 decibels. The noise is caused by general office sounds.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Outside weather: Rare

Odors: Occasionally

Vibration: Occasionally

POTENTIAL MODIFICATIONS TO JOB

Worker can alternate tasks and physical activities as needed.

Sit/stand workstation to allow the employee to alternate sitting and standing as needed.

A cart can be used for transporting files.

Avoid lifting multiple files at once.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

Temporary until _____ Permanent as of _____

The employee is released to perform the described job with the following modifications:

Temporary until _____ Permanent as of _____

The employee is not released to perform the described duties due to the following job functions:

Temporary until _____ Permanent effective _____

The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date