

Social Work Phase	Objective	Tasks to Reach Goal
Interview	Learn why the person is in need of your services.	Ask situation related questions, such as "What brought you here today?"
Interview	Learn the level of safety or safety concern.	Ask safety related questions, such as "Are you in immediate danger of physical harm?"
Research	Find any history the individual has with your organization.	Look for any history on the individual in your organization's database or files.
Research	Find information on the individual from other organizations or agencies.	Research the individual in government or other agency databases.
Research	Find information on the individual from other organizations or agencies.	Contact agencies that the person stated they have visited/received help from during their interview.
Assess	Understand the relationships influencing the individual.	Create a Genogram & Ecomap for the individual to identify positive and negative relationships.
Assess	Fully understand the individual's needs.	Review interview notes to begin drafting an assessment of the individual's current situation.
Assess	Fully understand the individual's needs from their perspective.	Review all assessment surveys you gave the individual to finish out your social work assessment.
Assess	Provide an initial assessment report to the	Export a preliminary Social Work Assessment Report from your Social Work

# Social Work Processes

**Lenard W Kaye**



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