3. Richmond, Mary (1922). What is Social Case Work?. New York: Russel Stage Foundation



5.10 ANSWERS TO 'CHECK YOUR PROGRESS'

Answer 1. Principles of Case Records are-

No hard and fast rules can be laid down for preparing records but the following are some of the most important points, which should be borne in mind:

a. The contents of the records should be kept confidential.

b. Objectivity, accuracy, simplicity and brevity should be the guiding factors in preparing records.

c. Records should be written in very simple language and a simple style.

d. Reaction of the Client/group should be recorded beginning and / or ending in his/their own words

Answer 2. The whole interviewing process can be divided into three important/basic phases which

I. Initial/Introductory phase

II. Developmental phase

III. Final/Concluding phase

Answer 3. Recording is an extremely important method to learn social work practice. In fact, the very purpose of fieldwork, the heart of social work training, is defeated without recording of the interactions during fieldwork. Recording helps in learning, as while recording one gets an opportunity to reflect upon his interactions and locate the missing points if any. It helps the case worker toorganize and interweave information, observations, thinking and verbal interactions with the client in a meaningful whole. In this process one develops conceptual clarity and absorbs the knowledge received from supervisors and literature. While recording his interactions, he starts appreciating his role better.

Answer 4. The three basic functions of supervision - administrative, educational and supportive - reflect the three short-term objectives of supervision and their ultimate purpose is to enable workers to provide clients with the best possible service.



5.11 MODEL QUESTIONS

Q.1: What are the types of interview in social case work?

Q.2: Explain the skills required in conducting home visits and its principles.

Q.3: Describe the functions of supervision in case work.

Q.4: What are the techniques of recording and its necessity in case work.

Q.5: What are the functions of Genogram and Ecomap?

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