



Social Worker

Department	Human Services	Classification	Grade 17
Reports to	Human Services Supervisor (2) Human Services Director	Unit	Local 320 Teamsters
Supervises	N/A	FLSA Status	Non-Exempt

Position Description

Adult Services (Assignment) Performs work in coordinating and delivering home and community-based services to qualified individuals. Assesses needs through a computer-based assessing tool. Identifies potential service needs and makes appropriate referrals and recommendations. Determines eligibility for home and community-based services and completing a person-centered community support plan.

Children Services (Assignment): Performs work of considerable difficulty in providing intensive social work services for the protection, rehabilitation and care of children; performs highly critical social work assignments in voluntary and non-voluntary child protective service cases.

Note: This is a classification reserved for incumbents whose primary function is to provide child protective services and children's mental health services for a county human service agency.

Essential Duties and Responsibilities

Social Worker:

- Interview clients at intake.
- Carry a caseload where a need for continuing social casework predominates.
- Provide counseling to families and individuals.
- Conduct complex case evaluation for the purpose of assessing problems and determining appropriate types and methods of treatment.
- Prepare intensive long or short-term treatment plans, which require casework knowledge.
- Identify client situations, which require intensified service and bring to the attention of supervisor for help or referral.
- Perform client drug screening requirements.
- Provide referral for vocation/employment services.
- Provide direct services to persons with disabilities.
- Provide services to delinquent children.
- Provide or assist in providing services to other cases involving difficult or complex social and financial problems. Interpret programs to clients, refer clients to appropriate community services.
- Interpret social and emotional factors to others involved in treatment of clients.
- Prepare social histories with emphasis on psychosocial factors, adoption, or foster home placements.
- Supervise foster home placements.
- Interview and screen prospective adoptive parents.
- Provide preventive services.

- Interpret policies and regulations to clients.
- Provide casework services for rehabilitation and care of children or adult.
- Prepare and maintain case records which meet federal, state and local guidelines.
- Dictate findings and correspondence.
- Prepare regular and special reports.
- May provide work direction to social work interns or paraprofessional staff.
- Participate in in-service training and other staff development activities to increase knowledge of social work processes and skill in application to individual cases.
- Investigate complaints of abuse and neglect.
- Maintain case records which meet federal, state and local guidelines.
- Consult with psychiatrists, psychologists and attorneys in connection with case objectives.
- Prepare information and recommendations in connection with court cases and proceedings.
- Testify in court proceedings.
- Attend relevant meetings, workshops and training sessions.
- Provide public information on social service programs to the community and special groups.
- Provide input for the design of new programs and services.
- Make home visits to determine needs of individuals and families for services.
- Case management of families and individuals.
- Interprets and implements judicial findings and court orders.

Adult Services:

- Undertake intensive long or short- term treatment plans in areas such as EW, CAC/CADI, AP and AC.
- Cooperate with local law enforcement and correction agencies in adult abuse and neglect cases.
- Interpret adult protective services and laws.
- Make adult foster home or nursing home placements.
- Provide preventative services to the adult and disabled population.
- Provide assessment services to the adult and disabled population.
- Provide case management services to the adult and disabled population.
- Complete assessments to determine eligibility, identifying potential service needs or appropriate recommendations and completion of a person-centered community support plan that is designed to fulfill those needs and limit service gaps.

Children Services:

- Undertake intensive long or short- term treatment plans in areas such as family management, marital counseling, childcare and development.
- Cooperate with local law enforcement and correction agencies in child abuse and neglect cases.
- Interpret child protective services and child welfare laws pertaining to dependency and neglect.
- Prepare social histories.
- Make child care institutional and foster home placements.
- Provide preventative services to the dependent and neglected child.

- Required to be on-call per the CBA and personnel policy.

MnChoices Assessor

- Assess individual needs and determine program eligibility.
- Provide information and resources to individuals.
- Complete thorough case plans that meet DHS standards.
- Coordinate with areas providers.
- Maintain case notes on daily events and work completion.
- Regular attendance on the job.
- Other duties as assigned.

Qualifications and Knowledge, Skills and Abilities

Minimum Qualifications

- Adult and Children Services (Assignment)
Bachelor's degree in social work, nursing, psychology, sociology or closely related field;
Or Bachelor's degree in any field and 1 year work experience as a social worker in a public or private social services agency
- MnChoices Assessor (Assignment)
Bachelor's degree in nursing with a public health nursing certificate, or other closely related field with at least one year of home and community-based experience or be a registered nurse with at least two years of home and community-based experience
- Valid driver's license and reliable means of transportation
- Successful completion of a Child Protection Background Check (M.S. 299C.60 – 299C.64), as amended) and Predatory Offender Registration Check and Sexual Exploitation Background Check (M.S. 604.20 – 604.205, as amended)

Knowledge, Skills and Abilities

- **Knowledge:** Agency programs, operations, policies and procedures. Principles and techniques of interviewing and recording in social work and the ability to apply them. Individual and group behavior. Social casework objectives, principles, and methods. Social-economic factors, which promote stable family life and understanding of the elements, which affect family security. Principles of community organization. Physical and mental illnesses. Social welfare research methods. Family systems and dynamics. Current principles and practices of social work case management as they apply to the treatment of major behavior problems. Causative factors leading to social maladjustment. Laws relating to abuse and neglect. Principles of family and marital counseling. Techniques of placement with emphasis on the complete participation of the parent or guardian. Utilization of appropriate resources and services
- **Skills:** Microsoft Office Suite (Word, Excel, Outlook). Basic understanding of electronic filing systems.
- **Abilities:** Effectively apply casework knowledge and skills. Work constructively within an agency in the community setting and in effectively utilizing appropriate resources and services. Work constructively in the development and coordination of community resources to meet special needs. Manage time productively. Prioritize caseloads. Communicate effectively, both orally and in writing. Communicate with and understand the problems

faced by people from all cultural and economic levels. Work with and motivate the most disadvantaged segment of the community. Develop and maintain effective working relationships with clients, relatives, the courts, local law enforcement agencies and the public. Analyze complex situations and evaluate potential for improvement. Understand the problems faced by people from all cultural and economic levels. Work with and motivate the most disadvantaged segment of the community. Develop and maintain effective working relationships with clients, relatives, the courts, local law enforcement agencies and the public. Analyze complex situations and evaluate potential for improvement. Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

Preferred Qualifications

- Work experience beyond the minimum qualification
- Work experience working in a county social services agency.
- Work experience developing care and case management plans with children or adults.
- Work experience with programs (i.e. MnChoices, CAC,CAS/CADI/DD/BL,/AC/EW and MCO's/TBI)
- Public Health nursing certificate.
- Training and certification specific to assessment and consultation for long-term care services in the state.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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