

Social Worker – Adult Services

Date Posted:	October 23, 2018
Department:	Family Services
Compensation:	\$24.92 per hour
Hours	Full Time, 40 hours per week
Deadline:	Friday, November 9, 2018 at 4:30pm

You must apply online at the [Minnesota Department of Human Services Website](#) for this position. A county application *is not* required.

Merit System exam must be completed to be eligible for this position.

Job Summary

Under direction, performs work in providing social work services on cases involving complex social problems and social treatment plans; performs responsible and difficult casework, directs service programs or provides work direction to paraprofessional staff; and performs related work as assigned.

Essential Functions

I. Social Workers work load will include all of the following:

1. Assesses an individuals and/or families need for Family Services based on knowledge of human behavior such as psychology, anthropology, sociology, economics and local cultural mores.
2. Follows Department of Human Services policies and state laws in the assessment and documentation.
3. Follows agency policies and procedures in assessing, planning, coordinating, determining eligibility and monitoring cases.
4. Staffs cases with an agency team for agency disposition when practical.
5. Keeps supervisory and administrative staff informed of difficult situations for backup purposes and uses staff as a team when possible.
6. Uses outside resources and internal resources as appropriate i.e. sheriff, police, PHN.
7. Completes reports, documentation or correspondence as appropriate.
8. Serves on advisory board as requested.
9. Maintains familiarity with procedure manual.
10. Attends weekly staff meetings.
11. Attends meetings, in-house training, seminars and conferences as approved by supervisor to keep abreast of changes in policies, laws and procedures affecting the social service area.
12. Provide assessment, interventions, and evaluation in clients' home environment.
13. Performs related duties as required.

II. Typical work load may include any or all of the following depending on assignment:

1. Documents intervention situations on a brief service recording or opens case.
2. Participates in county education programs as requested.
3. Files petition, testifies in Court and maintains Court involvement when necessary to assure client safety.
4. Develops plan for service with client.
5. Interviews clients at intake. Interviews and screens prospective adoptive parents.
6. Carries a caseload where a need for continuing social casework predominates.
7. Conducts complex case evaluation for the purpose of assessing problems and determining appropriate types and methods of treatment.
8. Prepares intensive long or short-term treatment plans, which require a fund of casework knowledge.
9. May provide:
 - a. vocation/employment services.
 - b. direct services to emotionally, physically, or socially handicapped individuals.
 - c. services to delinquent children.
 - d. or assists in providing services to other cases involving difficult or complex social and financial problems. Interprets programs to clients, refers clients to appropriate community services.
 - e. preventive services.
 - f. casework services for rehabilitation and care of children.
 - g. service intervention for case situations that become known to the agency.
 - h. advocacy services for abuse victims and their families.
 - i. case management services for residents identified in need of services.
 - j. individual and/or family counseling when appropriate.
10. Interprets social and emotional factors to others involved in treatment of clients.
11. Prepares social histories with emphasis on psychosocial factors, adoption, or foster home placements.
12. Supervises foster home placements.
13. Interprets policies and regulations to clients.
14. May provide work direction to social work para-professionals.

III. Typical work assignments for a Social Worker may be:

1. Adult Mental Health
 - Provide Rule 79 case management services to persons with serious and persistent mental illness.
 - Provide transition services to the target population being discharged from higher level of care to community setting.
 - Provide pre-petition screening services to clients in need of commitment or develop alternatives to commitment.
2. DD (Developmentally Disabled)/ Long Term Care
 - The Social Worker is responsible for providing case management services for qualifying residents of Kanabec County.
 - Provide vulnerable adult assessment and Adult Protection services.
3. Licensing

- Conduct home visits for assessment and monitoring rule compliance.
- Adhere to required licensing regulations and processing of applicants.
- Gather and conduct corrective actions on licenses for noncompliance of rules, statutes, and laws.

4. Child Protection

- The Social Worker is responsible for providing child protection and child welfare services for residents of Kanabec County.
- Immediate assessment of safety and protection of children in imminent danger.
- Provide ongoing case management, participate in screening team, and court actions involving children and their families.

5. Children's Mental Health

- Provide Rule 79 case management services for children with a severe emotional disturbance and their families in Kanabec County.
- Provide transition services to the target population being discharged from higher level of care to community setting.

Knowledge, Skills and Abilities Desired

- Knowledge of the principles and techniques of interviewing and recording in social work and the ability to apply them
- Knowledge of individual and group behavior.
- Knowledge of social casework objectives, principles, and methods.
- Knowledge of social-economic factors, which promote stable family life and understanding of the elements, which affect family security.
- Knowledge of the principles of community organization. Knowledge of physical and mental illness and their impact on personality.
- Knowledge of social welfare research methods.
- Knowledge of family systems and dynamics.
- Ability to effectively apply casework knowledge and skills.
- Working ability to work constructively within an agency in the community setting and in effectively utilizing appropriate resources and services.
- Ability to work constructively in the development and coordination of community resources to meet special needs.
- Ability to manage time productively.
- Ability to prioritize caseloads.
- Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

- Bachelor's Degree
- 1 year experience
- Must be on the Merit System register
- Access to transportation

Physical Demand Analysis Summary

In a typical 8 hour work day, this person sits 4 hours, stands 2 hour and walks 2 hour. Some special physical demands include:

1. Up to 10% of the time may lift and carry up to 24 pounds.
2. Up to 30% of the time may require written communication, hearing normal conversation and seeing with depth perception.
3. Up to 70% of the time may require verbal communication and seeing with a full field of vision.
4. Up to 10% of the time may require driving automotive equipment.
5. Up to 50% of the time requires use of hands at waist and chest level.

Essential Job Duties and Primary Responsibilities

The essential job duties for this position are regular and timely work attendance, ability to develop respectful and cooperative working relationships, ability to use computer.

Extent of Supervision or Guidance Provided

Reports to the Family Services Director

Supervision of Others

None

Benefits:

This position will receive the following benefits:

- Insurance (Health, Dental, Life)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

Salary

\$24.92 per hour. (Range 13, union position, Local 363)

Hours of Work

Monday – Friday, 8:00 a.m. – 4:30 p.m.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

Insurance

Insurance plan is an 80/20 plan with a \$200 per person yearly deductible. This plan includes health, prescription, dental, and vision coverage. Coverage becomes effective the first of the month following 60 days from hire date. Cost of this insurance plan is \$165.60 per month

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy. Extra coverage is available at the employees cost.