



ENNINGTON *County*

THIEF RIVER FALLS, MINNESOTA 56701

Social Worker

Pennington County Human Services, Thief River Falls, MN, is seeking qualified candidates for a full-time (37.5 hrs./week) Social Worker. Responsibilities include conducting MNChoices assessments, service planning/development, service arrangement and case management/care coordination for persons age 65 and older. Wage scale: \$22.19 to \$27.49/hour D.O.Q.

Minimum qualifications of education and experience include: (1) a bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology or closely related field, or (2) a bachelor's degree from an accredited four-year college or university with a major in any field and one year experience as a social worker in a public or private social service agency.

Applicants must apply to and determined eligible for employment as a Social Worker by the Minnesota Merit System. Applicants may complete a Minnesota Merit System on-line application at <http://agency.governmentjobs.com/mnmeritsystem/default.cfm>. The Minnesota Merit System will accept applications for this position until noon on 08/21/2018.

For additional information contact: Ken Yutrzenka, Director, Pennington County Human Services, PO Box 340, Thief River Falls, MN 56701, Telephone: (218) 681-2880 ext. 224 or by email at kcyutrzenka@co.pennington.mn.us.

"Equal Opportunity Employer"

POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Social Worker	Department: Human Services
Immediate Supervisor's Position Title: Social Services Supervisor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Social Services Supervisor, the Social Worker is responsible for providing professional social services to clients and families in a wide variety of program areas including child protection/welfare, child services, vulnerable adults, mental health, developmental disabilities, chemical dependency, child care and elderly services. Duties and activities include but are not limited to formulating client treatment/service plans; conducting case management activities; performing crisis intervention; referral services; assessment and family group conferences; and other social service activities in accordance with program requirements, regulations, statutes, mandates, department guidelines, procedures and data privacy requirements.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews reports and referrals regarding potential incidents and circumstances regarding the safety and well being of children and adults.
 - a) Researches offender and victim history for criminal or social service involvement.
 - b) Notifies and informs other relevant agencies of concerns and issues.
 - c) Determines appropriate actions based on history, statute and risks in collaboration with law enforcement and other agency personnel.
 - d) Coordinates the preparation and maintenance of social service program records, files and the preparation of social service reports.
- Assesses clients to determine mental health competence/comprehension level, financial eligibility, safety, service needs, cognitive level and risk of harm to self or others. Determines if out-of-home/nursing home placement is necessary. Develops service/treatment plans to meet client needs.
- Conducts intake responsibilities, addresses client needs, and intervenes in crisis situations.
 - a) Addresses client crisis situations involving issues of suicide; domestic violence; lack of safe housing; inadequate food, clothing or shelter.
 - b) Notifies and contacts mental health, medical personnel or law enforcement depending on circumstances.
 - c) Refers individuals to other community resources (e.g. food shelves, housing support, disaster relief, etc.) or agencies that might better address their needs and problems.
- Provides case management duties and responsibilities for clients requiring extended services.
 - a) Prioritizes client needs and resources available to meet those needs.
 - b) Works with clients to develop plans and goals to address client needs; monitors their progress to assure client follow through and service provisions.

- c) Makes referrals to other sources if indicated and appropriate.
- Investigates, interviews, conducts conferences, gathers, compiles and reviews information to determine proper course of actions with respect to social services.
 - a) Conducts family conferences to assist and guide families in making case plans and decisions.
 - b) Coordinates and completes forensic child abuse sexual interviews.
 - c) Provides long term care assessments for individuals who may be elderly or disabled.
 - d) Serves as a delegate of the court on guardianship and conservatorship cases.
 - e) Investigates for the court on matters pertaining to civil commitment.
 - f) Processes applications for foster home licensure. Develops and implements family foster home recruitment and training for licensure. Maintains records of license holders.
- Prepares and maintains case records and documentation in accordance with federal, state and departmental guidelines and procedures.
 - a) Prepares long term and short term care treatment plans
 - b) Prepares information and recommendations for court proceedings.
 - c) Conducts, researches and prepares social histories and reports to the court.
 - d) Testifies in court, when necessary.
 - e) Provides mandatory correspondence with other agencies and individuals regarding assessment outcomes, reporting and notification of reports received, program eligibility determinations and letters to mandated reporters.
- Serves on various task forces and/or committees or community based groups/committees.
 - a) Serves as a team member on established committees (e.g. child protection, early childhood, mental health, law enforcement, county attorney and truancy).
 - b) Attend inter-agency meetings to coordinate social services and monitoring services.
 - c) Provides training to service providers on mandated reporter requirements, child protection, program service availability, drug abuse, vulnerable adult definitions, etc.
- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
 - b) Attends conferences, seminars, regional meetings and services on various professional organizations.
 - c) Maintains continuing education requirements.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:



EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma			BA/BS		
High school diploma or GED.			Major field of study or degree emphasis:		
1 year college		2 years college	Social Work, Sociology, Psychology or related field		
3 years college	x	4 years college			
1st year graduate level					
2nd year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
			<ul style="list-style-type: none"> • Knowledge of the fundamental, principles, techniques and trends in social services in such areas as family systems/dynamics, child development, individual/family therapy, counseling, crisis intervention, adoption issues, chemical dependency, abuse, neglect, family violence. • Knowledge of local, federal and state regulations, laws, rules, policies and procedures pertaining to program assignments. • Knowledge of interview, assessment, counseling and evaluation tools in area of specialty. • Knowledge of record keeping requirements and county administrative policies and procedures pertaining to social service programs. • Knowledge of data privacy, HIPPA and confidentiality. • Knowledge of community resources, providers and other resources within the community in areas of program responsibility. • Knowledge of general office procedures, computer operations, computer software and applications used within the agency 		
Required Work Experience in Addition to Formal Education/Training: No previous professional experience required as a social worker.					
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a valid driver's in the State of MN or evidence of equivalent mobility. Pass MN Merit System test for Social Worker			



**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Preparing numerical, assessment, narrative management reports and/or client records/files.
- Oral and written communications.
- Establishing and maintaining effective working relationships with supervisors, providers, program participants, representatives of other governmental agencies and other professionals in the field.
- Investigating, interviewing and gathering information and documentation needed in making assessments and evaluations concerning client emotional/physical needs, issues and concerns.
- Training, instructing and coordinating the delivery of parenting, daily living, and personal financial developmental skills.
- Assessment and developing individual service plans for clients.
- Applying judgment, discretion and decision making in developing strategies and plans to best assist client needs and concerns within relevant and applicable requirements, regulations, rules and policies and procedures.
- Conducting court studies, preparing court documents and testifying in court concerning actions, findings and recommendations.
- Conducting public relations and public information activities to inform, recruit and/or support county programs and services and train service providers within the County.
- Documenting and maintaining required case management activities and requirements.
- Working with and collaborating with other care professionals, law enforcement, service providers and team members in the delivery of social/human services.
- Interviewing, assessing, counseling, evaluating, referring and/or coordinating services for clients.

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Employees are frequently on the road performing case management responsibilities within the County involving travel to client locations, agencies or provider locations. Employees may be exposed to poor housing/housekeeping conditions or unpleasant human interactions such as exposure to clients that are hostile, violent, angry, upset, uncooperative, or clients with chemical/emotional illnesses. The potential of risks and hazards can be minimized through professional training, judgment, county risk management procedures, and the ability to adjust schedules and appointments.



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 8/2011 by BCC.



