



# Social Worker

## Job Description

**Department:** Health & Human Services  
**Supervisor Title:** Social Services Supervisor or Public Health Supervisor

**Rating:** C42  
**FLSA Status:** Non-Exempt

**Minimum Qualifications of Education and Experience:**

Bachelor's degree in Social Work or related field; 2 years related experience; or an equivalent combination of education and experience.

**Required License (s):**

Incumbents in this class typically require:

- Valid driver's license

**Nature of Work:**

The first level of the Human Services Case Management series is responsible for performing professional and/or program or case management duties for significant community programs, support areas or service offerings with significant impact on County operations. Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Responsibilities may include drafting internal procedures for assigned programs; planning programs; evaluating the impact of changes in regulation on programs; assisting with program budget; investigating reports of maltreatment of a family member; completing mental health assessments and reporting the results; assisting clients in determining level of support required; and providing support to clients with mental illnesses to live independently.

In this classification level work is primarily non-routine in nature, with general goals and objectives; requires a comprehensive knowledge and skill of the assigned area or function, and applying or adapting established processes and procedures to complete the assigned responsibilities.

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Conducts comprehensive initial and on-going assessment interviews to evaluate individuals' physical, economic, educational, and mental background; develops case plans and makes recommendation for clients in assigned program areas.	Daily 30%	C4
2.	Maintains regular client contact via phone, home visits, office visits, or site visits with other agencies involved in the case plan.	Daily 20%	B2
3.	Implements solutions and interventions which includes monitoring and evaluating clients' progress in meeting goals and expectations of the case plan; prepares and maintains progress reports.	Daily 20%	C4
4.	Maintains detailed documentation of clients' participation in case records, on-going case narratives; compiles data for various reports, summaries, and memos; completes mandated State and local forms and adheres to program deadlines.	Daily 20%	B2
5.	Provides and/or arranges supportive social work services such as financial assistance with child care, transportation, clothing, education/training, and additional referrals to outside agencies.	Daily 10%	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

**Level of Decisions:**

Knows fundamental concepts, practices and procedures of assigned field. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and program policies and objectives.

**Direction Received/Provided:**

Work is performed under general direction, applying procedures and standards to specific situations. May provide direction/guidance and delegate tasks to others on work methods and procedures.

**Knowledge, Skills and Abilities Required:**

- Interview, assessment, counseling, and evaluation techniques;
- Mental health principles, current methods, and trends;
- Adult protection investigation procedures as per State statute;
- Social services principles and techniques;
- Customer service principles;
- Case management principles and practices;
- Crisis intervention strategies;
- Applying applicable federal and state policies and regulations;
- Identifying and recognizing abnormal behaviors associated with child development, mental disorders, learning disabilities, substance abuse, and domestic violence;
- Managing crisis interventions;
- Directing and focusing therapy to address identified problem(s);
- Working with a diverse population with multiple psychological problems;
- Preparing reports;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Functional Specific Responsibilities Might:**

Positions assigned to Social Worker (Child & Family) may be responsible for:

- Conducting investigation and family assessments for children with mental health issues, and or maltreatment.
- Reviewing program eligibility; developing case plans; identifying client strengths and weakness impacting interventions.
- Arranging and coordinating foster placement for children; monitoring contracted service providers.
- Providing crisis intervention, and coordinating emergency services.
- Preparing court requests; attending court hearings; and providing expert testimony regarding cases of child abuse, sexual abuse, or exploitation.

Positions assigned to Social Worker (Adult Protection) may be responsible for:

- Conducting assessment, and investigation of Adult Maltreatment victim cases.
- Developing case plans in consultation with Adult Protection team.
- Coordinating petition filing with County Attorney's office; and appearing for court hearings.

Positions assigned to Social Worker (Mental Health) may be responsible for:

- Providing counseling and support services for individuals, families and groups experiencing mental health issues/crisis.
- Provides education to individuals, families and groups in the community.

Positions assigned to Social Worker (Developmental Disabilities) may be responsible for:

- Assessing and developing case plans for individuals with developmental disabilities.
- Monitoring progress, and providing crisis management.

Positions assigned to Social Worker (Adult Services) may be responsible for:

- Providing care coordination services for enrollees managed care and waiver programs.
- Performing MnChoices assessments.

**Persons with Disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

Work is performed primarily in clients' and service providers' homes, detention, treatment and residential facilities, schools, courts and County work sites. Frequent travel may involve exposure to inclement weather conditions, unsanitary conditions in homes, communicable illnesses and diseases and unsafe environments. Travel outside of town is likely to be required. Direct service provision may require dealing with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.

Semi-sedentary involving office and outside field work. Lifting requirement may include lifting up to 20 pounds. Exposures may include but not be limited to disagreeable odors, communicable diseases, bodily fluids and behavior challenges. Use of general office equipment to include telephone, cell phone, pager, personal computer, laptop computer, electronic recorder, calculator, etc. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.

**Disclaimer:**

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Access to Not Public Data:**

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



*“Supports the county’s mission to deliver effective services for Mower County with integrity, fiscal responsibility, collaboration and a dedication to high level of customer service.”*

Employee Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Classification History:	
Date:	Comments:
May 2019	