

# MOWER COUNTY CLASS SPECIFICATION

## CLASS TITLE: Social Worker

<b>BAND:</b>	<b>GRADE:</b> 11	<b>SUBGRADE:</b>
<b>DEPARTMENT:</b> Human Services	<b>ACCOUNTABLE TO:</b> Social Services Supervisor	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> The Social Worker is responsible for providing professional social services to the public by applying professional principles and practices of social work within the limitations of departmental rules and guidelines and in accordance with state, federal and county rules, statutes and policies.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This classification represents the first level in a two level classification series called Social Worker. Positions assigned to this classification represent journey level staff engaged in the delivery of professional social services to clients in a multitude of program areas. This level differs from Lead Social Worker in that the Lead Social Worker has a greater breadth of experience and provides lead direction over the delivery of program(s) within assigned parameters established by the Social Services Supervisor and the Director.		
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Evaluates, assesses, and determines appropriate strategies and professional services to be provided to clients. Develops client service plans to address client needs and issues. Assesses clients and individual needs; makes recommendations; writes and prepares legal documents and recommendations for placement or service. <ul style="list-style-type: none"> <li>• Develops service plans and assesses needs of clients in the areas of Rule 185, Rule 79 and other social services</li> <li>• Conducts pre-admission screenings for individuals at risk for nursing home placement</li> <li>• Conducts home studies and placement studies</li> <li>• Assesses and determines services necessary for child care or protection</li> <li>• Conducts pre-petition screenings for mental illness commitments, and Guardian/Conservatorships for vulnerable adults.</li> </ul>	Daily 20%
2.	Documents assessments, concerns, strengths, service plans, goals and objectives in client files and records. Documents all visits, meetings, appointments and services provided to the client	Daily 15%

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3.	Visits, monitors and reassesses client needs in relation to service plans. Assists clients locate resources, funding placement, housing, health care or other forms of assistance to assure the needs of the client and standards within the agency and its programs. Collaborates with other agencies inside and outside of the County to coordinate services and delivery of service to better meet the needs of clients.	Weekly 20%
4.	Conducts investigations into child care, vulnerable adults and foster care complaints. Conducts interviews, gathers information makes determinations and recommendations concerning licensing, abuse or neglect violations of laws. Investigates physical, sexual or emotional abuse coordinating with law enforcement and department management concerning the removal of children from their homes in protection cases.	Daily 30%
5.	Prepares service agreements with providers to deliver services to clients. Recommends and gains approval of service agreements with the Supervisor. Monitors agreements and authorizes payment of bills for service.	Weekly 5%
6.	Testifies in court proceedings concerning client actions, child sexual abuse, client assessments, home studies, and recommendations.	Varies 5%
7.	Collaborates and works closely with other county agencies, task forces or committees involved in the coordination and delivery of resources and services to the public. Provides orientation/training/support to other staff in areas of child maltreatment assessment/screenings, mandated reporting. Works with community groups and civil organizations to provide promote awareness in social services issues and programs.	Monthly 5%
8.	Performs other duties of a similar nature or level.	As Required

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**Knowledge** (position requirements at entry):

Knowledge of:

- State and federal laws, statutes, rules and policies as they pertain to human services programs in the areas of child development, child welfare, child protection, chemical dependency, developmental disabilities, mental health, adoptions or other services;
- Community agencies and resources outside of the agency;
- Principles, practices, trends, issues social services and the issues and problems impacting the delivery of human service programs;
- Computers, computer software, data storage and retrieval techniques.

**Skills** (position requirements at entry):

Skill in:

- Using computers and related software applications;
- Using equipment such as copiers, telephones, fax machines, calculators, and dictaphones, cameras, and videotapes;
- Interviewing, assessing, and evaluating mental and physical health and needs of clients;
- Conducting forensic interviews;
- Developing and implementing case or service plans;
- Writing reports and maintaining records;
- Making presentations to the public;
- Working to well with a wide variety of people in sometimes threatening or hostile situations;
- Counseling clients;
- Solving problems and making objective decisions;
- Monitoring and evaluating client progress in programs;
- Monitoring and evaluating service providers;
- Working with other county departments and professional personnel;
- Dealing sensitive, emotional, aggressive and abusive individuals appropriately;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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**Training and Experience** (position requirements at entry):

Requires a Bachelor's Degree in human services, sociology, social work or related area; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above and equivalencies set by MN Merit System.

**Licensing Requirements** (position requirements at entry):

- Merit system eligible. Some positions may require certification after hiring depending upon area of assignment however, not to gain entry into the classification.

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**Physical Requirements:**

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to volatile clients, limited travel and exposure to infectious diseases.

**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 move objects.

**Classification History:**

Draft prepared by Bjorklund Compensation Consulting (BCC)

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