



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

<u>DATE:</u>	November, 2017
<u>JOB TITLE:</u>	Social Worker
<u>DEPARTMENT:</u>	Social Services
<u>JOB GRADE:</u>	13 (Effective 2019)
<u>FLSA:</u>	Non-Exempt Non- Union/Merit
<u>REPORTS TO:</u>	Social Services Supervisor
<u>SUPERVISES:</u>	None

GENERAL DUTIES:

Under general supervision through state and locally developed programs and policies, identifies individual, family and community problems and selects and applies most effective program to work toward rehabilitation, prevention or control.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college/university with a major in social work, psychology or sociology (or related field) AND
- Attained a passing score on the Minnesota Merit Social Worker's Exam or accepted as a Social Worker-Trainee
- Valid Minnesota driver's license or equivalent evidence of mobility

ESSENTIAL FUNCTIONS and/or GENERAL DUTIES:

- Provide Adult Mental Health Case Management Services, in keeping with Rule 185
- Assist in development of CSSA Plan to comply with State Mandate; attend quarterly community mental health meetings; order diagnostic assessments for clients eligible for community support services; develop an individual community support plan; monitor client's progress while in the community; act as coordinator of community support program.
- Arrange for a diagnosis within the mandated time frame.
- Screen for services available to DD clients such as community based care or treatment facilities.
- Conduct screening meeting to assess need of client in least restrictive environment.
- Be available to individuals and/or families in crisis as needed day or night. This includes an agency on-call/after hours rotation system.
- Provide follow-up to individuals, special needs groups and families to assist them in identifying their needs and formulating plans to resolve problems.
- Referral when necessary to mental health professionals (i.e. psychologists, psychiatrists).

- Provide supportive services to help individuals identify and seek treatment for MI and CD on a local level.
- Determine when individuals are exhibiting behavior which is life threatening and proceed with filing judicial commitment; conduct pre-petition screening with medical and legal professionals; if client is at risk pending commitment hearing, seek immediate pick up; arrange for client's medical examination and transportation as well as witness testimony prior to probable cause and commitment hearing; as case manager, arrange for initial client placement, assist in securing funding sources, attend subsequent staffing and do discharge planning to return client to community with appropriate follow up services.
- Set up guardianships and conservatorships as needed/situation warrants which includes assessing client situation to see what options are available as well as consultation with family members.
- Conducts comprehensive MnChoices Assessments for clients by evaluating their physical, mental, social and environmental health status.
- Determines applicants' risk of institutional care and their level of care according to state and federal criteria.
- Analyzes assessed data and assist applicants in identifying relevant goals along with specific supports that will enhance clients' abilities to meet goals and live in the least restrictive environment.
- Maintains broad knowledge base related to payer sources and community based services.
- Determines eligibility for home and community based programs (AC, BI, CAC, CADI, DD, EW waivers, PCA) based on individualized client needs and wants.
- Under the authority of the Minnesota Vulnerable Adult Law, interview reporters, clients, collaterals, and other professionals to gather information to determine the Vulnerable Adult status of the alleged victim, the presence of immediate danger to the Vulnerable Adult or others, and the nature and severity of the alleged maltreatment.
- Formulate case plans to determine appropriate services to address client needs, including emergency interventions and protective services.
- Document data to support a maltreatment finding of substantiated, inconclusive, or false.
- Assess clients for possible guardianship, conservatorship and commitment petitions as appropriate and be prepared to present testimony at civil, criminal, and administrative hearings that may be adversarial in nature.
- Prepare investigative reports and work closely with law enforcement agencies, the County Attorney's Office, state regulatory agencies, and the courts.
- Perform care coordination services which include working with individuals to assess eligibility and needs relating to care coordination, plan development and conversations and meetings relating to preventative care needs.
- Continue Social Work education by attending required conferences, training sessions and workshops.
- Develops, coordinates and delivers public speaking on social problems and available services to various community groups.
- Adhere to strict and ever-changing data privacy regulations governing all aspects of social service programs. Take yearly state training on data privacy.
 - ✓ Directs appropriate compliance.
 - ✓ Develops some agency formats, policies and procedures to simplify this process.
 - ✓ Reads and interprets state rules and regulations pertinent to the social service program.

- Intake: Each worker handles intake duties for their specific service area. In most instances, oral reports are made to the Supervisor as each new case is processed. In some cases, intakes are processed without supervisory input.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

Work is mainly performed in an office environment. Travel to client homes and to service provider locations is frequent. The job may include exposure to inclement weather, unpleasant living conditions, etc. Clients may be uncooperative or socially inappropriate. Workers might transport clients and their possessions.

SAFETY DUTIES:

- Cooperates with the County's Safety Program and conduct work habits in a manner that enhances the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, County policies, departmental safety rules and office policies. Attends all required safety training sessions.