



## LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

**DATE:** November, 2017

**JOB TITLE:** Social Worker

**DEPARTMENT:** Social Services

**JOB GRADE:** 13

**FLSA:** Non-Exempt Non- Union/Merit

**REPORTS TO:** Social Services Supervisor

**SUPERVISES:** 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:**

- Interviews clients at intake.
- Carries a caseload where a need for continuing social casework predominates.
- Provides training and counseling to families and individuals.
- Conducts complex case evaluation for the purpose of assessing problems and determining appropriate types and methods of treatment.
- Prepares intensive long or short-term treatment plans, which require a fund of casework knowledge.
- Identifies client situations, which require intensified service and brings to the attention of supervisor for help or referral.
- Provides vocation/employment services.
- Provides direct services to individuals with disabilities, including children, adults, and elderly.

- Provides 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.
- Interprets social and emotional factors to others involved in treatment of clients.
- Assesses family dynamics in conjunction with the case manager in order to determine needs and level of service to be provided family
- Develops concrete goals and expectations in conjunction with the case manager and the family
- Demonstrates and teaches clients parenting skills, nurturing skills, discipline methods and child growth and development
- Demonstrates and teaches household, time and money management techniques
- Teaches clients how to effectively deal with/manage stress
- Demonstrates and teaches verbal and nonverbal communication skills
- May serve as protective payee for client, which includes setting up budgets, negotiating with creditors, balancing checking accounts and distributing checks
- Makes appropriate referrals to other community agencies if signs or symptoms of other problems are exhibited
- Guides the client in the development or restoration of socialization skills, including the ability to use recreation effectively
- Documents significant information in case files and prepares written reports
- Assists in the formation and implementation of parent education classes and encourages and assists parents in participating in them and other support groups
- Receives and processes initial assessment/investigation of vulnerable adult abuse and neglect.
- Interprets policies and regulations to clients.
- Prepares and maintains case records which meet federal, state and local guidelines.
- Dictates findings and correspondence.
- Prepares regular and special reports.
- May provide work direction to social work para-professionals.
- Participates in in-service training and other staff development activities to increase knowledge of social work processes and skill in application to individual cases.
- 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.