



## LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

**DATE:** May 2024

**JOB TITLE:** Social Worker- Child Protection/ Children's Services

**DEPARTMENT:** Social Services

**JOB GRADE:** 15

**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
- Attain a passing score on the Minnesota Merit Social Worker's Criteria
- Valid Minnesota driver's license or equivalent evidence of mobility

### **ESSENTIAL FUNCTIONS and/or GENERAL DUTIES:**

- Receiving abuse and neglect reports day and/or night; document complaints received; notifying appropriate agencies and seeking necessary assistance (emergency medical exam, law enforcement).
- Investigating complaints; conduct an on-site investigation of all reports within mandatory time frame; maintain and document all evidence pertinent to investigation; make a determination in writing of findings to all parties.
- Taking action necessary to protect victim and treat family; make timely decisions regarding imminent danger and need for removal; prepare and file court documents for removal or protection of victim such as guardianship, conservatorship, commitment, child in need of protection, or termination of parental rights; assume lead role of case manager between all professionals involved with family (Social Services maintains ultimate responsibility for all child and adult welfare cases even though several professionals may be involved).
- Recruit, evaluate, license and train all individuals who apply to become adult or child foster care providers or family child care providers. This includes conducting and arranging ongoing

training, monitoring provider compliance with program rules and conducting annual relicensing of these homes.

- Supervise licensed homes for compliance through investigation of violation reports and spot checking.
- Selecting the least restrictive placement option which best meets the needs of child (foster home, group home, residential treatment, etc.).
- Maintaining agency custody of child during and after placement.
- Completing mandatory written foster care plans with child, natural parent and foster parent and initiating required six months court and administrative reviews. Work towards reunification with parents when applicable and appropriate
- Supervising foster placements.
- Service planning with child and/or family.
- Supervising non-custodial parent's child visitation when court ordered.
- Conducting detailed home studies on adoptive applicants.
- Working with birth parent to voluntarily relinquish or involuntarily terminate parental rights.
- Pre- and Post-Placement Adoption services; selecting suitable adoptive home (matching child and adoptive family); supervising placements and completing required legal documents such as "Report to Court".
- Step-parent adoption; completing home studies; completing report to court and assisting family in filing adoption petition.
- Be available to individuals and/or families in crisis as needed day or night.
- 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.
- 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.
- Provide case management in keeping with Rule 185.
- 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.
- Explore services available to maintain elderly person in community (modification to home, public health assistance, home delivered meals, respite care, transportation, volunteer services, etc.).

- Supervise community services and periodically reassess elders risk level should they remain in their home.
- As case manager, determine appropriate placement for elderly at risk (i.e. nursing home, residential treatment, board and care).
- 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.