



JOB DESCRIPTION

Social Worker – Social Services

No Screen

Job Title: Social Worker

Department: Social Services

Classification: 2016 wage scale (Teamsters Local 320)

FLSA Status: Non-exempt

Position Description: Professionals –

Adult Services: Under direction, performs work in providing social work services on cases involving complex social problems and social treatment plans; performs responsible and difficult casework, directs service programs or provides work direction to paraprofessional staff.

Children Services: Under direction, performs work of considerable difficulty in providing intensive social work services for the protection, rehabilitation and care of children; performs highly critical social work assignments in voluntary and non-voluntary child protective service cases. Note: This is a classification reserved for incumbents whose primary function is to provide child protective services and children's mental health services for a county human service agency.

Supervisor's Job Title:

Direct – Social Services Supervisor I

Indirect - Social Services Director

Total # of full-time equivalents with job title that report directly to this job: 0

Total # of full-time equivalents with job title that report indirectly to this job: 0

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's degree (**must attach transcript**) with a major in social work, psychology, sociology or closely related field;
Or Bachelor's degree (**must attach transcript**) in any field and 1 year work experience as a social worker in a public or private social services agency.
- 1 year education (**must attach transcript**) and/or work experience with Microsoft Word and Excel.
- Valid driver's license and reliable means of transportation.
- Successful completion of a Child Protection Background Check (M.S. 299C.60 – 299C.64, as amended) and Predatory Offender Registration Check and Sexual Exploitation Background Check (M.S. 604.20 – 604.205, as amended), all contingent upon a job offer.

Knowledge, Skills & Abilities:

Knowledge:



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- Principles and techniques of interviewing and recording in social work and the ability to apply them.
- Individual and group behavior.
- Social casework objectives, principles, and methods.
- Social-economic factors, which promote stable family life and understanding of the elements, which affect family security.
- Principles of community organization.
- Physical and mental illnesses.
- Social welfare research methods.
- Family systems and dynamics.
- Current principles and practices of social work case management as they apply to the treatment of major behavior problems.
- Causative factors leading to social maladjustment.
- Laws relating to abuse and neglect.
- Principles of family and marital counseling.
- Techniques of placement with emphasis on the complete participation of the parent or guardian.
- Utilization of appropriate resources and services.

Skills:

Abilities:

- Effectively apply casework knowledge and skills.
- Work constructively within an agency in the community setting and in effectively utilizing appropriate resources and services.
- Work constructively in the development and coordination of community resources to meet special needs.
- Manage time productively.
- Prioritize caseloads.
- Communicate effectively, both orally and in writing.
- Communicate with and understand the problems faced by people from all cultural and economic levels.
- Work with and motivate the most disadvantaged segment of the community.
- Develop and maintain effective working relationships with clients, relatives, the courts, local law enforcement agencies and the public.
- Analyze complex situations and evaluate potential for improvement.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

Preferred Qualifications: None



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<u>ESSENTIAL DUTIES OF THE POSITION:</u> (These duties are a representative sample; position assignments may vary.)	<u>FREQUENCY:</u>
<p><u>Social Worker:</u></p> <ul style="list-style-type: none"> • Interview clients at intake. • Carry a caseload where a need for continuing social casework predominates. • Provide counseling to families and individuals. • Conduct complex case evaluation for the purpose of assessing problems and determining appropriate types and methods of treatment. • Prepare intensive long or short-term treatment plans, which require casework knowledge. • Identify client situations, which require intensified service and bring to the attention of supervisor for help or referral. • Perform client drug screening requirements. • Provide vocation/employment services. • Provide direct services to persons with disabilities. • Provide services to delinquent children. • Provide or assist in providing services to other cases involving difficult or complex social and financial problems. Interpret programs to clients, refer clients to appropriate community services. • Interpret social and emotional factors to others involved in treatment of clients. • Prepare social histories with emphasis on psychosocial factors, adoption, or foster home placements. • Supervise foster home placements. • Interview and screen prospective adoptive parents. • Provide preventive services. • Interpret policies and regulations to clients. • Provide casework services for rehabilitation and care of children or adult. • Prepare and maintain case records which meet federal, state and local guidelines. • Dictate findings and correspondence. • Prepare regular and special reports. • May provide work direction to social work interns or paraprofessional staff. • Participate in in-service training and other staff development activities to increase knowledge of social work processes and skill in application to individual cases. • Investigate complaints of abuse and neglect. • Maintain case records which meet federal, state and local guidelines. • Consult with psychiatrists, psychologists and attorneys in connection with case objectives. • Prepare information and recommendations in connection with court cases and proceedings. • Testify in court proceedings. 	<p>100%</p>



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<ul style="list-style-type: none"> • Attend relevant meetings, workshops and training sessions. • Provide public information on social service programs to the community and special groups. • Provide input for the design of new programs and services. • Make home visits to determine needs of individuals and families for services. • Case management of families and individuals. • Interprets and implements judicial findings and court orders. <p><u>Adult Services:</u></p> <ul style="list-style-type: none"> • Undertake intensive long or short- term treatment plans in areas such as EW, CAC/CADI, AP and AC. • Cooperate with local law enforcement and correction agencies in adult abuse and neglect cases. • Interpret adult protective services and laws. • Make adult foster home or nursing home placements. • Provide preventative services to the adult and disabled population. <p><u>Children Services:</u></p> <ul style="list-style-type: none"> • Undertake intensive long or short- term treatment plans in areas such as family management, marital counseling, childcare and development. • Cooperate with local law enforcement and correction agencies in child abuse and neglect cases. • Interpret child protective services and child welfare laws pertaining to dependency and neglect. • Prepare social histories. • Make child care institutional and foster home placements. • Provide preventative services to the dependent and neglected child. • Required to be on-call per the CBA and personnel policy. 	
Regular attendance on the job.	
Perform other duties as delegated.	

PHYSICAL REQUIREMENTS:
 Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.



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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:

Position prepared by Hubbard County
Date last Reviewed: (10/2017)