Intern – Social Worker

Department Human Services
Classification N/A
Reports to Human Services Supervisor (Children's Services)
Human Services Director
Unit N/A
Supervises N/A
FLSA Status N/A

Position Description
Provide an educational foundation and work experience internship of a Social Worker.

Essential Duties and Responsibilities
Children's Services:

- Assist in performing work in providing social service programs to eligible individuals.
- Learn to assess for needs and then how to match needs to services.
- Complete thorough and timely case notes on all encounters.
- Assist Social Workers in working with families to comply with their Case Plans.

Qualifications and Knowledge, Skills and Abilities
Minimum qualifications

- Enrolled in a Bachelor's or Master's degree program in Social Work or closely related field.
- Valid driver's license.
- 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).

Knowledge, Skills and Abilities
Knowledge: Agency programs, operations, policies and procedures. 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. Adhere to all laws, statutes, policies and rules with the essential level of confidentiality and safety required of the position.
Skills: Basic understanding of electronic filing systems. Proficient in using automated systems

relevant to the position. Communicate effectively both orally and in writing with all stakeholders relevant to the position. Detail-oriented with strong organizational skills, accuracy, and problem solving.
Abilities: Effectively apply casework knowledge and skills. Work constructively within an agency in the community setting and effectively utilizing appropriate resources and services. Work constructively in the development and coordination of community resources to meet special needs. Manage time productively. 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. Analyze complex situations and evaluate potential for improvement. 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. Establish and maintain effective working relationships. Follow established procedures and directives from supervisors.

Preferred Qualifications

- None

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.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. Regular attendance on the job and the performance of other duties as assigned are required. The County retains the discretion to add or change the contents of this position description at any time.

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