

# FILLMORE COUNTY JOB DESCRIPTION

## Social Worker

<b>DEPARTMENT:</b> Community Services		<b>JOB TITLE OF SUPERVISOR:</b> Social Services Supervisor
<b>PAY GRADE/RANGE:</b> Merit 7	<b>BARGAINING UNIT:</b> Not Represented	<b>FLSA STATUS:</b> Exempt

### MERIT SYSTEM CLASS SPECIFICATION

#### **KIND OF WORK**

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; and performs related work as assigned.

#### **EXAMPLES OF WORK**

(These are illustrative examples only--a position may not include all the work examples given, nor does the list include all that may be assigned.)

- Interviews clients at intake.
- Carries a caseload where a need for continuing social casework predominates.
- 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 emotionally, physically, or socially handicapped individuals.
- Provides services to delinquent children.
- 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.
- Prepares social histories with emphasis on psychosocial factors, adoption, or foster home placements.
- Supervises foster home placements.
- Provides preventive services.
- Interprets policies and regulations to clients.
- Provides casework services for rehabilitation and care of children.
- Prepares and maintains case records which meet federal, state and local guidelines.
- Prepares regular and special reports.
- May provide work direction to social work par-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.

#### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED**

- Knowledge of the principles and techniques of interviewing and recording in social work and the ability to apply them.
- Knowledge of individual and group behavior.

- Knowledge of social casework objectives, principles, and methods.
- Knowledge of social-economic factors, which promote stable family life and understanding of the elements, which affect family security.
- Knowledge of the principles of community organization. Knowledge of physical and mental illness and their impact on personality.
- Knowledge of social welfare research methods.
- Knowledge of family systems and dynamics.
- Ability to effectively apply casework knowledge and skills.
- Working ability to work constructively within an agency in the community setting and in effectively utilizing appropriate resources and services.
- Ability to work constructively in the development and coordination of community resources to meet special needs.
- Ability to manage time productively.
- Ability to prioritize caseloads.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of/ or ability to learn, computer programs.
- Willing to participate in the court system and work closely with Sheriff's and County Attorney's Offices.
- Ability to investigate child protection reports and provides child protection case management.

**MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE**

A bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology or closely related field, or A bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience as a social worker in a public or private social services agency.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk, hear, and use repetitive motions. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the environment will commonly be an office setting with few hazards. The employee is occasionally exposed to fumes or airborne particles; outside weather conditions; and occasional travel in car will be required. The noise level in the work environment is usually moderate.

**CLASSIFICATION HISTORY**

<b>Prepared By:</b> Minnesota Merit System	<b>Date:</b> 04/1993
<b>Approved By:</b> Fillmore County	<b>Date:</b> 12/2010