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Job Title	Social Worker: Intake
Description	<p>General Definition of Work</p> <p>Performs responsible professional work in the support and assistance of agency clients with personal, social, health and economic needs; does related work as required. Work is performed under the general supervision.</p> <p>Essential Functions/Typical Tasks</p> <p>This position will conduct intake interviews, identify and respond to clients in need of Crisis Assistance, provide initial information on access to human services, and enter information into SSIS. Position also serves as Adult Protection and Access Transportation Services representative.</p> <p><i>(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)</i></p> <p>Assessing client needs; counseling and assisting clients; determining available programs and services; preparing and maintaining files and records.</p> <ul style="list-style-type: none">• Interviews clients at intake; carries a caseload when needed; provides preventative services.• Provides direct support to families and individuals; identifies situations where intensified service is required.• Provides services to delinquent children and adults; assists in providing services to other cases involving difficult social and financial problems; interprets programs to clients; refers clients to appropriate services.• Interprets social and emotional factors to multi-disciplinary teams involved in the treatment of clients.• Coordinates and supervises foster home and other facility placements; conducts group sessions with clients.• Provides casework services for rehabilitation and individuals care.• Participates in and develops in-services training and other staff development activities to increase social workers knowledge of processes and skills; supervises other professionals, providers and support staff.• Makes contacts with individuals in homes, community settings and other facilities.• Cooperates with local law enforcement and correction agencies in child/adult cases.• Investigates complaints of abuse and neglect.• Consults with psychiatrists, psychologists and attorneys in connections with cases.• Testifies in court proceedings; implements judicial findings and Court Orders.• Conducts complex case evaluation for the purpose of assessing problems and determining appropriate services/treatment types; prepares intensive long- or short-term treatment plans.• Prepares and maintains case records; prepares various reports.• Documents client data in Social Services Information System (SSIS) and specific information.• Prepares information and recommendations in connection with court cases and proceedings.• Provides public information on social service programs to the community and special groups.• Provides supervision with input for the design of new programs and services.• Performs related tasks as required. <p>Knowledge, Skills and Abilities</p> <p>Thorough knowledge of social, economic and health problems; thorough knowledge of social institutions and the methods of the helping process; general knowledge of individual and group behavior; ability to identify social problems and needs to assess the ability of individuals and families to utilize services in problem-solving; ability to plan and organize work and to understand and interpret laws, policies and regulations;</p>

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ability to prepare reports and maintain records; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with clients, associates, other professional and technical staff, social agencies and the general public.

Education and Experience

Graduation from an accredited college or university with major coursework in social work, psychology, sociology or related fields and some social work experience. Must be merit system certified.

Physical Requirements

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements

Possession of an appropriate driver's license valid in the State of Minnesota. Certification from the Merit System. Possession of other specific case management certificates.

Location

The position is located in the City of Glenwood in Pope County, MN. Glenwood is on the shores of Lake Minnewaska, less than two hours northwest of the Twin Cities and two hours southeast of Fargo.

Resume

Pope County offers training; a comprehensive benefits package and competitive wages in a business friendly work environment.

On-line applications available only from the **Minnesota Merit System** at

<http://agency.governmentjobs.com/mnmeritsystem/default.cfm>

Pope County is an Equal Opportunity Employer.

**Salary Range/
Status**

Hiring Range \$18.91 - \$25.54 per hour
Full-time

Applications must be received by the merit system no later than 4:30 pm on February 26, 2010.

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Friday, February 26, 2010

Posting End Date