POSITION TITLE: Social Worker

Date: October 2019

Reports to: Dunn County: Human Services Manager
House Calls: Executive Director

Purpose of Position:

Under the direction of a Human Services Manager, the Social Worker is responsible for providing a variety of assessment, screening, options counseling or referral services, investigative, case management and coordination of social support services to consumers depending upon section/program assignments. The Social Worker represents an entry-level position and duties are performed under more immediate supervision and direction.

Essential Duties and Responsibilities:

1. Provides information and assistance to consumers in assigned social service areas of responsibility.
2. Performs intake duties; provides case assessments; plans, coordinates, monitors, and reviews services.
3. Performs specialized social service functions and activities depending on assignment:
   a. Conducts investigations of child abuse/neglect.
   b. Provides long-term care and other options counseling to consumers concerning elderly or disability benefits.
   c. Conducts investigations of elderly/vulnerable adult/abuse/neglect.
   d. Prepares guardianship and protective placement reports, and recommendations and provides court testimony.
   e. Screens cases for children’s/juvenile court jurisdictions; provides custody intakes services and court testimony.
   f. Performs functional screening for publicly funded long-term care services.
4. Makes client referral; maintains contacts with other agencies/organizations; coordinates services with a variety of providers and family members.
5. Maintains complete and accurate case records; develops case plans; performs general office duties and functions, as required.
6. Attends various staff training or other meetings, as required.
7. Performs other duties of a comparable level/type, as assigned.

This job description is not intended to be inclusive of all job responsibilities. The Social Worker is expected to perform other reasonably related duties and responsibilities as assigned by the Human Services Manager and/or Executive Director and as deemed necessary.

Skilled in:
• Assessing general client issues and making necessary referrals to others inside or outside of the department, as warranted.
• Applying professional judgment, discretion and decision-making in developing strategies and plans to best meet client needs and concerns within relevant and applicable requirements, regulations, rules and policies and procedures.
• Investigating, interviewing and gathering information and documentation needed in making assessments and evaluations concerning client emotional/physical needs, issues and concerns.
• Assessing, evaluating, and developing individual service plans for clients and coordinating consumer services.
• Conducting and preparing court studies, preparing court documents, and testifying in court concerning actions, findings and/or recommendations.
• Preparing numerical, assessment, narrative management reports and/or client records/files.
• Conducting child/elderly/vulnerable adult adverse/neglect investigations.
• Performing intake assessments, planning, coordinating and monitoring services provided.
• Documenting and maintaining required case management activities and requirements.
• Organizational and time management skills.
• Establishing and maintaining effective working relationships with supervisors, providers, program participants, representatives of other agencies and other professionals in the field in meeting the needs of the consumers.
• Applying departmental policies and procedures pertaining to confidentiality.

Knowledge:

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

• Knowledge of the fundamental principles, techniques and trends in social services in such areas as family systems/dynamics, child development, individual/family therapy, counseling, interventions, chemical dependency, abuse, neglect, family violence; aging and disability benefits/needs.
• Knowledge of local and state regulations, rules, policies and procedures pertaining to specific program assignments.
• Knowledge of interview, assessment, counseling and evaluation tools in area of specialty.
• Knowledge of community resources and needs.
• Knowledge of case management, record keeping requirements; county administrative policies and procedures pertaining to program(s) assigned.
Qualifications:

Bachelor’s Degree (BA/BS) is required in social work or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Identify licenses/certification required:

Must be a Certified Social Worker. Valid WI driver’s license or evidence of equivalent mobility.