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Job Title: Social Worker/Case Manager  
Department: Health & Human Services  
Classification: 11  
Reports to: HHS Supervisor  
Supervises: No  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: Supervisor discretion  
Union: Yes  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 08/2024

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### **Nature of Work:**

A Social Worker or Case Manager is responsible for providing professional social services to adults and/or families in a wide variety of program areas including mental health, chemical dependency, family facilitation; developmentally disabled/vulnerable adult, childcare/child and adult foster care; Child Welfare; Child Protection; and intake support services. Duties and activities include but are not limited to: assessment; formulating client treatment/service plans; conducting case management activities; performing crisis intervention and safety planning; referral services; assessment and family group conferences; and other social service activities in accordance with program requirements, regulations, statutes, mandates, department guidelines, procedures and data privacy requirements.

### **Communicates with:**

Internally – All HHS staff.

Externally – State/county/city entities and public.

### **Supervision:**

None

### **Essential Work Functions:**

- Conducts comprehensive initial and on-going assessment interviews to evaluate individuals/families' physical, economic, educational, and mental background; develops case plans and makes recommendation and referrals for clients in assigned program areas.
- Gathers and compiles evidence and data required to complete documentation for court petitions, and dispositional review hearings.
- Conducts regular assessments and maintains regular client contact via phone, home visits, office visits, or site visits with other agencies involved in the case plan.
- Implements solutions and interventions which includes monitoring and evaluating clients' progress in meeting goals and expectations of the case plan; prepares and maintains progress reports.
- Maintains detailed documentation of clients' participation in case records, on-going case narratives; compiles data for various reports, summaries, and memos; completes mandated State and local forms and adheres to program deadlines.
- Assesses for safety and risk and provide follow-up on potential abuse or neglect situations according to timelines established in Statute, Rule, and Policy. Develop safety plans to address the assessed need and coordinate with applicable parties.
- Uses a person-centered approach to determine service needs, eligibility, and refers for applicable services.

### **Other Work Functions**

- Performs related work as required.
- Coordinate with other positions within the department for client services, community agencies, and collaboratives.
- Attend mandated trainings and continuing education/ training opportunities.

**Minimum Qualifications of Education and Experience:**

- Requires a four-year degree in a Human Services related field.
- One (1) year of experience required or applicable internship.
- Ability to pass all position required background(s) and testing(s).

**Knowledge, 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 illnesses.
- 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.
- Valid MN driver's license.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment			X	
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Under 10 pounds of force)		X		
Challenging or threatening behaviors		X		
Hazardous physical conditions		X		
Atmospheric Conditions		X		
Travel		X		
Hazardous materials		X		
Extreme temperatures		X		
Environmental		X		
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_