



MORRISON COUNTY

ADDENDUM TO JOB DESCRIPTION

Job Title: Social Worker/Case Manager
Business Specification: Adult Services Case Manager
Department: Health and Human Services
Last Reviewed: 12/2024

Position Summary

The primary purpose of this position is to provide case management services to individuals on the disability waivers or limited services while adhering to the mission of Morrison County Social Services. Duties include, but are not limited to, determining eligibility, assessment of strengths and needs and functionality, identifying, planning, arranging, coordinating and monitoring services all in accordance with applicable Rule, Statute, any other federal or state regulations and Agency policy.

Position Specific Responsibilities

- Provide Case Management Services within guidelines of Minnesota Statute for Disability Waiver Case Management.
- Provides indirect Social Services
 - Prepares State, County, and Court-Ordered reports within the established time frames 85% of the time.
- Maintains Professional Standards and Follows Legal Guidelines
 - Utilizes bulletins, rules, statutes, and or manuals to seek answers and solutions to questions encountered in completing job responsibilities.
 - Attends a minimum of 20 hours of training every year to maintain waiver case manager status.
 - Utilizes supervision and consultation in a timely manner.
 - Assists co-workers in case consultation and decision-making.
 - Maintains data privacy requirements.
 - Work is conducted as a team member being conscientious with the use of Agency time.
 - Provides back-up intake and emergency on-call social work services.

This is an addendum to a primary job description and the responsibilities listed are in addition to primary job responsibilities. 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: _____