



MORRISON COUNTY

ADDENDUM TO JOB DESCRIPTION

Job Title: Social Worker/Case Manager
Business Specification: Comprehensive Re-Entry
Department: Health and Human Services
Last Reviewed: 12/2024

Position Summary

The primary purpose of this position is to provide mental health screening and coordination of services to individuals charged with a crime and being booked into jail while adhering to the mission of Morrison County Health and Human Services. Duties include, but are not limited to, completing screening tool to determine strengths, 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

- Jail Social Work
 - Mental health screenings to persons booked into jail for all new charges.
 - Provide case management for individuals accepting the jail social work services.
 - Monitor data and report as required by funding sources and AMHI.
 - Location will be housed within Morrison County Jail.
 - Required to pass same background checks as Morrison County Jail employees.
- 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.
 - 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: _____

