



## ADDENDUM TO JOB DESCRIPTION

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

### **Position Summary**

The primary purpose of this position is to provide substance use disorder assessment and case management services to individuals with substance use disorder while adhering to the mission of Morrison County Health and Human Services. Duties include, but are not limited to, determining eligibility, assessment of substance use involvement, identifying, planning, arranging, coordinating, and monitoring services, all in accordance with applicable Rules, Statute, and any other Federal or State regulations and Agency policy

### **Position Specific Responsibilities**

- Provide comprehensive assessments for those seeking treatment or for whom treatment is sought or those ordered by the court to obtain a substance use assessment.
  - Maintain Licensed Alcohol and Drug Counselor status.
- Participate in Morrison County's Drug Court.
- 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: \_\_\_\_\_

