PENNINGTON COUNTY HUMAN SERVICES
101 Main Avenue North
P.O. Box 340
Thief River Falls, MN 56701
(218) 681-2880

SOCIAL WORKER

$32.46-$42.36

Pennington County is seeking applicants for one Full-time (37.5 hrs./week) Social Worker position providing child protection and children/family services. Responsibilities include conducting child maltreatment assessments/investigations, protective services, out of home placements, case management, and other duties as assigned.

Minimum qualification of education and experience are (1) bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology or closely related field, or (2) bachelor's degree from an accredited four-year college or university with a major in any field and one year experience as a social worker in a public or private social service agency.

Applicants for this position must apply online with the Minnesota Merit System at: http://agency.governmentjobs.com/mnmeritsystem/default.cfm

Pennington County offers an excellent benefits package including health and life insurance, retirement pension, paid vacation and sick leave, and 13 paid holidays. This union position features a wage range of $32.46 to $42.36 per hour.

For additional information contact: Liz Gerhart, Director, Pennington County Human Services, PO Box 340, Thief River Falls, MN 56701, Telephone: 218-681-2880, Ext. 223 or by email at: elgerhart@penningtonmn.gov.

Applications for this position will be accepted by the Minnesota Merit system until August 26th, 2026, 4:30 p.m.

Pennington County is an Equal Opportunity Employer

PENNINGTON County

POSITION DESCRIPTION
PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Social Worker	**Department:** Human Services
Immediate Supervisor's Position Title: Social Services Supervisor	**FLSA Status:** Non-Exempt

Job Summary:

Under the direction of the Social Services Supervisor, the Social Worker is responsible for providing professional social services to clients and families in a wide variety of program areas including child protection/welfare, child services, vulnerable adults, mental health, developmental disabilities, chemical dependency, child care and elderly services. Duties and activities include but are not limited to formulating client treatment/service plans; conducting case management activities; performing crisis intervention; 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.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews reports and referrals regarding potential incidents and circumstances regarding the safety and well being of children and adults.

  a) Researches offender and victim history for criminal or social service involvement.
  b) Notifies and informs other relevant agencies of concerns and issues.
  c) Determines appropriate actions based on history, statute and risks in collaboration with law enforcement and other agency personnel.
  d) Coordinates the preparation and maintenance of social service program records, files and the preparation of social service reports.

- Assesses clients to determine mental health competence/comprehension level, financial eligibility, safety, service needs, cognitive level and risk of harm to self or others. Determines if out-of-home/nursing home placement is necessary. Develops service/treatment plans to meet client needs.

- Conducts intake responsibilities, addresses client needs, and intervenes in crisis situations.

  a) Addresses client crisis situations involving issues of suicide; domestic violence; lack of safe housing; inadequate food, clothing or shelter.
  b) Notifies and contacts mental health, medial personnel or law enforcement depending on circumstances.
  c) Refers individuals to other community resources (e.g. food shelves, housing support, disaster relief, etc.) or agencies that might better address their needs and problems.

- Provides case management duties and responsibilities for clients requiring extended services.

  a) Prioritizes client needs and resources available to meet those needs.
  b) Works with clients to develop plans and goals to address client needs; monitors their progress to assure client follow through and service provisions.
  c) Makes referrals to other sources if indicated and appropriate.

- Investigates, interviews, conducts conferences, gathers, compiles and reviews information to determine proper course of actions with respect to social services.

  a) Conducts family conferences to assist and guide families in making case plans and decisions.
  b) Coordinates and completes forensic child abuse sexual interviews.
  c) Provides long term care assessments for individuals who may be elderly or disabled.
  d) Serves as a delegate of the court on guardianship and conservatorship cases.
  e) Investigates for the court on matters pertaining to civil commitment.
  f) Processes applications for foster home licensure. Develops and implements family foster home recruitment and training for licensure. Maintains records of license holders.

- Prepares and maintains case records and documentation in accordance with federal, state and departmental guidelines and procedures.

  a) Prepares long term and short term care treatment plans
  b) Prepares information and recommendations for court proceedings.
  c) Conducts, researches and prepares social histories and reports to the court.
  d) Testifies in court, when necessary.
  e) Provides mandatory correspondence with other agencies and individuals regarding assessment outcomes, reporting and notification of reports received, program eligibility determinations and letters to mandated reporters.

- Serves on various task forces and/or committees or community based groups/committees.

  a) Serves as a team member on established committees (e.g. child protection, early childhood, mental health, law enforcement, county attorney and truancy).
  b) Attend inter-agency meetings to coordinate social services and monitoring services.
  c) Provides training to service providers on mandated reporter requirements, child protection, program service availability, drug abuse, vulnerable adult definitions, etc.

- Performs other duties of a comparable level or type, as required.

  a) Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
  b) Attends conferences, seminars, regional meetings and services on various professional organizations.
  c) Maintains continuing education requirements.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	**# of Employees**
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	**Total:**

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma			BA/BS
	High school diploma or GED.			Major field of study or degree emphasis:
	1 year college		2 years college	Social Work, Sociology, Psychology or related field
	3 years college	x	4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level			• Knowledge of the fundamental, principles, techniques and trends in social services in such areas as family systems/dynamics, child development, individual/family therapy, counseling, crisis intervention, adoption issues, chemical dependency, abuse, neglect, family violence. • Knowledge of local, federal and state regulations, laws, rules, policies and procedures pertaining to program assignments. • Knowledge of interview, assessment, counseling and evaluation tools in area of specialty. • Knowledge of record keeping requirements and county administrative policies and procedures pertaining to social service programs. • Knowledge of data privacy, HIPPA and confidentiality. • Knowledge of community resources, providers and other resources within the community in areas of program responsibility. • Knowledge of general office procedures, computer operations, computer software and applications used within the agency

Required Work Experience in Addition to Formal Education/Training:
No previous professional experience required as a social worker.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a valid driver's in the State of MN or evidence of equivalent mobility. Pass MN Merit System test for Social Worker

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** • Preparing numerical, assessment, narrative management reports and/or client records/files. • Oral and written communications. • Establishing and maintaining effective working relationships with supervisors, providers, program participants, representatives of other governmental agencies and other professionals in the field. • Investigating, interviewing and gathering information and documentation needed in making assessments and evaluations concerning client emotional/physical needs, issues and concerns. • Training, instructing and coordinating the delivery of parenting, daily living, and personal financial developmental skills. • Assessment and developing individual service plans for clients. • Applying judgment, discretion and decision making in developing strategies and plans to best assist client needs and concerns within relevant and applicable requirements, regulations, rules and policies and procedures. • Conducting court studies, preparing court documents and testifying in court concerning actions, findings and recommendations. • Conducting public relations and public information activities to inform, recruit and/or support county programs and services and train service providers within the County. • Documenting and maintaining required case management activities and requirements. • Working with and collaborating with other care professionals, law enforcement, service providers and team members in the delivery of social/human services. • Interviewing, assessing, counseling, evaluating, referring and/or coordinating services for clients.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*	**Unusual or hazardous working conditions related to performance of duties:** Employees are frequently on the road performing case management responsibilities within the County involving travel to client locations, agencies or provider locations. Employees may be exposed to poor housing/housekeeping conditions or unpleasant human interactions such as exposure to clients that are hostile, violent, angry, upset, uncooperative, or clients with chemical/emotional illnesses. The potential of risks and hazards can be minimized through professional training, judgment, county risk management procedures, and the ability to adjust schedules and appointments.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____ _____

Department Head's Signature **Date**

Classification History:
Prepared 8/2011 by BCC.