



POSITION DESCRIPTION

1804 A

Position Title:	Social Worker, Family and Children's Services	Department:	Community Services
Pay Grade:	12	FLSA:	Exempt
Date:	July 2014	Reports To:	Family & Children's Social Services Supervisor

PURPOSE OF JOB:

Work performed by the Social Worker improves the quality of life and safety for individuals and families receiving services.

SCOPE OF JOB:

The Social Worker, Family and Children's Services provides intensive social work services for the protection, rehabilitation, and care of dependent, neglected, and/or seriously emotionally disturbed children and/or chemically dependent individuals and their families, as well as providing professional social work services in regard to complex social problems and issues of Nobles County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards and practices of public administration and current service delivery standards providing human services.

The Social Worker, Family and Children's Services carries out specific duties associated with the position.

- Makes home visits to determine needs of individuals and families for services; transports clients and families, as needed; counsels families and individuals; identifies client situations which require intensified service and brings to the attention of the Supervisor for help and/or referral; makes child institutional and foster home placements; interprets social, emotional and safety factors in work with multi-cultural clients;
- Monitors the provision of services including outpatient emergency, screening, residential, acute care hospitalization, early identification, education and prevention, therapeutic support of foster care, professional and paraprofessional home-based family treatment, family community support and day treatment;
- Completes all necessary forms and plans regarding out-of-home placements and services within local, state and federal deadlines; provides preventative services to the dependent, neglected, and seriously emotionally disturbed children;
- Prepares information and recommendations in connection with court cases and proceedings; provides reports to the court; testifies at and attends court hearings; prepares and maintains client case records according to federal, state, and local guidelines; consults with psychiatrists, psychologists, and attorneys in connection with case objectives;
- Inspects homes and facilities to evaluate compliance with the rules and regulations of the State concerning the safety of family child care and family and corporate foster care homes; conducts studies to determine individuals and facilities initial and on-going suitability to provide child day care and foster care services; interprets rules and disseminates licensing information; provides on-going technical support and re-licensing to licensed individuals, homes, and facilities;
- Interviews and screens prospective adoptive parents; conducts and writes home study for prospective adoptive families; assists in the finalization process; prepares necessary court reports; obtains all needed documents; provides post-placement supervision of adopted children for other counties; prepares associated quarterly reports;

Nobles County Position Description – Social Worker, Children’s and Family Services 1804A

- Develops and conducts recruiting programs utilizing local media and other accepted avenues to obtain new service providers; provides orientation to new foster care homes; facilitates and informs of training for groups composed of providers;
- Provides intake and on-call duties in rotation with other social workers; responds to emergency calls; makes autonomous decisions, as necessary; provides counseling to clients; interprets programs to clients; refers clients to appropriate community services; interprets social and economic factors to others involved in treatment of clients;
- Reviews various reports, documents, and forms, including but not limited to: patient records, prescriptions, psychological evaluations, monthly, quarterly and annual reports, social security notices, and remittance advice reports; prepares various reports, documents and forms, including but not limited to: billings, vouchers, referrals, intake reports, individual service plan, time sheets, County logs, case closing packet, and abuse/neglect plans;
- Performs administrative functions such as making copies, typing, filing, mailing letters, assisting in completing financial applications and reviews, answering phones, and taking/relaying messages; maintains travel, phone call, and training records.
- Attends relevant meetings, workshops, and training sessions;
- Participates in Agency committees and activities.

Child Protection/Child Welfare Focus

- Provides Child Protection and Child Welfare services; investigates complaints of abuse and neglect; undertakes intensive long and short-term case plans in areas of family management, child protection, foster care, and behavior plans; cooperates with local enforcement and correction agencies in child abuse and neglect cases; conducts complex case evaluation for the purpose of assessing problems; determines appropriate types and methods of treatment; interprets and implements judicial findings and court orders; provides preventative services to the dependent and neglected child through case planning;
- Interprets child protective services and child welfare laws; maintains case records within federal, state, and local guidelines; prepares social histories with emphasis on psycho-social factors, adoption, or foster care placements; interprets policies and regulations to clients; dictates findings and correspondence; may provide work direction to social work para-professionals;
- Coordinates services for truant children; identifies minor parent needs; provides Parent Support Outreach Services; directs and facilitates associated services; participates in community and agency meetings; participates in client staffing;
- Must complete social worker Child Protection / Child Welfare CORE training within the first year of employment.

Children’s Mental Health Focus

- Provides Child Mental Health case management (CMH); identifies children who may be eligible and qualify for CMH services; secures and arranges for diagnostic assessment information; composes social history; obtains assessment information; makes analysis of needs and skills; develops and reviews Individual Family Community Support Plan within local, state and federal deadlines; arranges services; provides ongoing quality assurance and monitoring; provides on-going review of services and families situation;
- Interprets children’s mental health services and child welfare laws; maintains case records within federal, state, and local guidelines; prepares social service plans in conjunction with child and family, interprets policies and regulations to clients; dictates findings and correspondence; may provide work direction to social work para-professionals;
- In order to Provide CMH services: must possess or obtain a Mental Health Practitioner Certificate within a prescribed period of time; must meet the supervision and continuing education requirements set forth in Statute and attend CMH Core training within the first year of employment.

Chemical Dependency Focus

- Provides Chemical Dependency (CD) assessments for the Agency; determining eligibility for the Consolidated Chemical Dependency Treatment Fund (CCDTF) program; provides CD case management services to eligible clients; monitors services and support; provides CD education services to clients and the community at large;
- Interprets federal, state, and local guidelines regarding the provision of Chemical Dependency Services, interprets policies and regulations to clients, makes recommendations for appropriate services, and prepares social service plan in conjunction with client.

Nobles County Position Description – Social Worker, Children’s and Family Services 1804A

- In order to provide CD services: must become Rule 25 certified by attending necessary training related to these services; must meet the supervision and continuing education requirements set forth in Statute.

Serves as a communication representative for the Nobles County Community Services department.

- Provides public information on social service programs to the community and social groups; Represents the Agency in speaking to community groups in regard to programs and services offered; provides Supervisor with input for the design of new programs and services.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

The job requires a Bachelor’s degree in Social Work, Psychology, Sociology, or closely related field from an accredited college, with one year of experience in social work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge and experience using Microsoft Office Suite and other county software;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; interpret graphs; and interpret same, as may be appropriate;
- Ability to resolve problems, make decisions and take independent and collaborative action; considerable judgment and creativity is required;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines;
- Ability to multitask between diverse duties;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to communicate effectively both orally and in writing in difficult situations with providers, customers, elected/public officials, and advisory groups; demonstrate tact, courtesy, negotiation and a positive approach in communication with other departments, associations, public officials, agencies, and the public;
- Ability to communicate with people to convey or exchange professional information, identify issues, negotiate and settle differences; ability to handle unpredictable situations in public dealings in a manner which represents Nobles County and the Community Services department in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The job requires a driver’s license to work at a variety of locations in client’s homes and to attend local and regional meetings and appointments. Physical demand requirements are at levels of those for sedentary or office environment work. Work is performed both in an office environment, and at client’s homes. Occupational hazards associated with visiting client’s home may include, but are not limited to: heat, cold, odors, smoke, toxic agents, smoke, noise, disease, unpredictable human behavior, violence, hostile animals, and insect infestation.

Nobles County Position Description – Social Worker, Children’s and Family Services 1804A

The Social Worker-Family and Children’s Services must be physically able to operate a variety of automated office machines and equipment including, but not limited to: phone, computer, printer/copier/scanner, calculator, audio/visual equipment, facsimile machine, and paper shredder. The Social Worker-Family and Children’s Services must be able to move or carry job-related objects or materials and be physically capable of carrying & handling children and car seats when transporting them to placement out of home.

There is intermittent exposure to driving in inclement weather.

Signature

Supervisor's Signature

Date

Date

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



**FULL-TIME EMPLOYEE
SOCIAL WORKER – COMMUNITY SERVICE AGENCY**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 12 Pay Range)

Beginning pay	\$50,086.40/Annual
After 12 more months	\$51,708.80/Annual
After 12 more months	\$53,352.00/Annual
After 12 more months	\$54,974.40/Annual
After 12 more months	\$56,596.80/Annual
After 12 more months	\$58,219.20/Annual
After 12 more months	\$59,862.40/Annual
After 12 more months	\$61,484.80/Annual
After 12 more months	\$63,107.20/Annual

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 12 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Accumulated rate	Maximum Annual Accrual
1 st year of employment	4.924 Hours	128 Hours
2 - 5 years	6.154 Hours	160 Hours
6 - 10 years	7.385 Hours	192 Hours
11 - 15 years	8.616 Hours	224 Hours
16 - 20 years	9.847 Hours	256 Hours
21 or more years	11.077 Hours	288 Hours

HOLIDAYS

There are 10 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employee’s Retirement Association:

6.5% of the employee’s gross income; 7.5% County Contribution

Social Security:

7.65% of the employee’s gross income; 7.65% County match

UNION

This is a bargaining unit position. After one month of employment, you are required to either join and pay union dues or pay a “fair share” fee assessment of 85% of the union dues.

2018 INSURANCE - Nobles County offers health, life, and dental insurance.

- < **Health insurance** The County offers a BCBS-VEBA high deductible plan of \$2600 individual/\$5200 family deductible with an individual savings plan funded by employer contributions; **or** the County offers 2 BCBS-HSA high deductible plans of \$3375 individual/\$6750 family deductible or \$6350 individual/\$12700 family deductible; **or** a HSA \$2700 individual/\$5400 family deductible WesternMN (Sanford) Plan. With the HSA individual savings plan, the employer and employee may both contribute to the annual maximum. The monthly contributions to the individual savings plan are \$200.00 for single coverage or Single+Spouse and \$315.50 for family or Single+Children coverage. The savings plan may be used to pay medical expenses, deductibles, co-pays, and co-insurance under the health plan. Balances in the individual health accounts are rolled over and/or invested from year to year while unused. All preventative services are covered at 100%, no deductible, with no dollar maximum. This is in addition to the coverage already provided for cancer screenings and well baby care. Prescription drugs will be paid at 100% after the deductible has been met.
- < **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2018 coverage cost bi-weekly is:

(Full-Time Employees are required to take Health, Dental & Life)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
\$2600/\$5200 VEBA Deductible	\$99.14	\$587.79	\$539.91	\$741.60
\$3375/\$6750 HSA Deductible	\$79.98	\$541.63	\$499.29	\$689.91
\$6350/\$12700 HSA Deductible	\$8.45	\$369.94	\$348.83	\$499.06
\$2700/\$5400 HSA Deductible–Western MN	\$47.22	\$462.94	\$430.52	\$602.45
Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00

- Notes:**
1. Nobles County offers a cafeteria plan to its employees. Full time benefit eligible employees receive \$770 per month, 4/5 time employees receive \$616 per month, and 3/5 time employees receive \$462 per month to spend on employee benefits. In order to receive the above amount, you must carry, at a minimum, individual health, dental, and life coverage
 2. Family Dental is available for \$23.29/mo.
 3. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts
- Fitness Membership discounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.