Social Worker I or II

Grant County Social Services is recruiting for a Social Worker. This position is responsible for seeing that all assigned duties are conducted in a professional manner and in compliance with all state, federal, local and agency rules and regulations. Assuring coordination of client services with other services provided by this agency and other resources. Establishing and maintaining a professional working relationship with other community resources.

Minimum Qualifications

Education:
1. Bachelor’s Degree in related field
2. Social Work Certification or certification process started at hire and completed within three years

Experience:
- One year or more experience in social services or related field utilizing a family systems model preferred

How to Apply: A Grant County application for employment and job description may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. Letter of interest, resume, and Grant County Application are required.
Application must be on file, completely filled in, no later than 4 p.m. on November 24, 2014 to:

Grant County Personnel
111 S. Jefferson St.
PO Box 529
Lancaster WI 53813

This is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.
GRANT COUNTY JOB DESCRIPTION

TITLE: Social Worker I or II

DEPARTMENT/ AGENCY: Social Services

IMMEDIATE SUPERVISOR: Social Work supervisor

PAY RANGE: 14/15

FLSA: Non-Exempt

NATURE OF WORK
Responsible for seeing that all assigned duties are conducted in a professional manner and in compliance with all state, federal, local and agency rules and regulations. Assure coordination of client services with other services provided by this agency and other resources. Establish and maintain a professional working relationship with other community resources.

MINIMUM QUALIFICATIONS

Education:
1. Bachelor’s Degree in related field
2. Social Work Certification or certification process started at hire and completed within three years

Experience:
- One year or more experience in social services or related field utilizing a family systems model preferred

Knowledge, Skills and Abilities:
1. Possess ability to engage with and facilitate change when working with struggling families
2. Must be able to explore and confront issues that may inhibit the change/growth process in self, peers and families

ESSENTIAL FUNCTIONS
Under general direction

A. Case Assessment and Planning
1. Identify client’s needs through interviews with clients and other interested parties (i.e. family, medical personnel, school personnel)
2. Develop and establish a mutually agreed upon service plan specifying services that will be provided by our agency (in a case of a court order, the plan may have little room for alteration, but every attempt should be made to have client input in as many points as possible)
3. Identify needs that can be met with services provided by Grant County Department of Social Services and those needs that will have to be met by other resources

B. Provides Direct Services to Clients as indicated
1. Provide crisis intervention as indicated by needs of client
2. Provide ongoing services to individuals and/or families to resolve any identified issues (problems?)
3. Continually reassess with the client the established plan and goals, progress towards achieving the stated goals and new ways to achieve those goals

C. Case Management
1. Assist client in accessing other community resources to meet their needs
2. Monitor, coordinate and facilitate client utilization of other community resources. Act as an advocate for client when necessary.
3. Coordinate and/or attend interagency coordination staffings as necessary in order to ensure appropriate service delivery.
4. Coordinate needed services within Grant County Department of Social Services when multiple service areas are required.

D. Case Administration
   1. Keep and maintain accurate and complete notes of client contacts.
   2. Maintain appropriate case records and comply with case reviews and reporting requirements as determined by federal, state and local mandates.

E. Participate in unit activities. Accept assignments by supervisor and director. Work on special projects as assigned by supervisor.
   1. Attend unit meetings, supervisory conferences, staffings, and planning activities.
   2. Work cooperatively with agency staff in developing policy and procedure as appropriate and assigned.
   3. Attend staff development to maintain and develop necessary skills. Meet required continuing education standards.
   4. Accept special tasks or duties as assigned by supervisor.
   5. Provide daily intake coverage and other (on-call) duties as dictated by job.

SUPERVISION RECEIVED
Under the direction of the Social Work Supervisor; general and specific assignments are received and work is performed according to methods and procedures with allowance for independence in judgment in accomplishing the assignments.

SUPERVISION EXERCISED
None.

ENVIRONMENTAL FACTORS
Works in general office setting. Dexterity in moving, picking up objects and operating office equipment is required. May sit for extended periods of time.

CLOSING STATEMENT
This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 07/12/2014