



Start Rate: \$26.20 / \$28.75 (Certified)

# Grant County Social Services

## Social Workers

**Grant County Social Services** is creating an eligibility list of applications for Social Worker opportunities that may become available in the next six months. These positions assure coordination of client services with other services provided by this agency and other resources. Social Workers also provide services to the court, including court reports and recommendation, assessing family strengths and risk factors, developing plans, and supervise court orders.

### Minimum Qualifications

#### Education:

1. Bachelor's Degree in Social Work or in a 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](http://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** and will be accepted at the following location.

**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.*



@GrantCountyEmploymentOpportunities

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Social Worker or Social Services Worker

**DEPARTMENT / AGENCY:** Social Services

**IMMEDIATE SUPERVISOR:** Social Work Supervisor

**PAY RANGE:** Grade H or I (dependent upon certification)

**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. Provide services to the court, including court reports and recommendation, assessing family strengths and risk factors, developing plans, and supervise court orders. Incorporate the department's driving values into the work. Provide Child Welfare support to families as outlined in 48.56 and 46.22.

### **MINIMUM QUALIFICATIONS**

#### Education:

1. Bachelor's Degree in Social Work or in a 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 intensive family systems focused 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 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
  - 3. Continually reassess with the client the established plan and goals, progress towards achieving the stated goals and new way 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 staffing 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; coordinate appropriate response with partner agencies such as law enforcement, D.A.s, UCS
  
- D. Implementation of Function Family Case Management (FFCM)
  - 1. Understand and adhere to the values and practice standards of Functional Family Case Management (FFCM)
  - 2. Engage and motivate families to be a part of a change process by decreasing family conflict and blame and increasing their hope about the possibility for change (phase 1)
  - 3. Identify resources and interventions best suited to youth/families and support linkages to those change programs (phase 2)
  - 4. Help youth/families to generalize change into other systems and to anticipate and plan for potential barriers or challenges that youth and families may face in the future (phase 3)
  - 5. Participate in FFCM training, coaching and individual/group supervision
  
- E. 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
  - 3. Maintain confidentiality as required by statute
  
- F. Participate in unit activities; accept assignments by supervisor and director; work on special projects as assigned by supervisor
  - 1. Attend unit meetings, supervisory conferences, staffing, and planning activities
  - 2. Work cooperatively with agency staff in developing policy and procedure as

- appropriate and assigned, including LEAN projects
3. Attend staff development to maintain and develop necessary skills; meet required continuing education standards
  4. Serve as Coordinated Service Team Facilitator when assigned
  5. Accept special tasks or duties as assigned by supervisor; perform tasks in accordance with statute, standards or policy as required
  6. Provide daily intake coverage and other (on-call) duties as dictated by job

### **SUPERVISION RECEIVED**

Under the direct supervision 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**

May give direction to service providers regarding direction of work with families, including ensuring expectations for out of home care contracts are met

### **ENVIROMENTAL FACTORS**

Majority of family visits take place meeting alone with families in their homes as well as work in a general office setting; dexterity in moving, picking up objects and operating office equipment is required; may sit for extended periods of time including driving to family homes and other community settings

### **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 01/01/2018