

**SOCIAL WORKER**  
**HEALTH AND HUMAN SERVICES**

**POSITION DESCRIPTION**

**I. Position Summary.**

This position is in Health and Human Services under the general supervision of the Division Administrator. This position is responsible for making independent decisions, conducting assessments, developing service plans, and establishing engagement with individuals and/or families to create trusting relationships that promote growth.

**II. Essential Duties and Responsibilities.**

1. Responsible for providing services, counseling, information and case decision making
2. Participates in an intake process including intake assessment, interviews, home visits, investigations, etc. to determine the range of services needed by individuals and/or families
3. Responsible for case management, counseling, screening, providing and assistance with applications for related services
4. Securing and reviewing appropriate related information such as school reports, psychological evaluations, medical records, employment records or financial information
5. Ability to establish and maintain effective working relationships
6. Procurement and monitoring of necessary client related equipment and services
7. Participates in conferences concerning complex cases
8. Attends in-service training, seminars, conferences and workshops to improve their skills
9. Participates in training on current legislations, administrative rules, program requirements and service deliver will also occur
10. Ability to maintain accurate and detailed records
11. Make decisions on cases and monitor results of different interventions in order to make recommendations on program or agency policy development

**III. Educational Requirements**

1. Educational requirements:
  - Bachelor's Degree from an accredited college or university in Social Work, and be certified or certifiable as Social Worker. Completion of the Social Work "Core" courses or similar courses may be required
2. Certificate as Social Worker, or
3. Attain training license within first 6 months – one year and maintain licensure throughout employment

#### **IV. Knowledge, Skills, Licensure and Experience Required.**

1. Knowledge of applicable Wisconsin State Statutes, including applicable laws, rules, and policies
2. Knowledge of human growth and development, treatment planning and how to work with vulnerable populations
3. Demonstrated ability in motivational interviewing, stages of change, trauma informed care, strengths based practice, and cultural competency
4. Demonstrated proficiency in oral and written communications
5. Knowledge of specific community resources
6. Ability to relate to people unprejudiced and understanding manner
7. Work cooperatively and effectively with the public
8. Plan and organize work to effectively achieve program objectives
9. Work effectively with time constraints, crisis situations and regular program changes, and be flexible in scheduling
10. Ability to interpret laws, rules and regulations and to apply them
11. Ability to participate in and utilize available supervision
12. Knowledge and abilities in crisis intervention and conflict resolution
13. Valid Wisconsin Driver's license
14. Expected to maintain automobile liability insurance
15. Materials and equipment used:
  - Motorized vehicle
  - General office equipment

#### **V. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 25 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.