

PINE COUNTY
ADMINISTRATOR
635 NORTHRIDGE DRIVE NW, SUITE 200
PINE CITY, MN 55063
1-800-450-7463 Extension 1620
FAX (320) 591-1628

Date Re-Posted: 4/10/19

Deadline: 4/19/2019 @ 4:30 pm

EMPLOYMENT NOTICE
SOCIAL WORKER – MNCHOICES ASSESSOR
Health & Human Services – Adult Services Unit

Position: County Agency Social Worker **Location:** HHS - Sandstone
Union: AFSCME H&HS Unit **OT Status:** Full-time, non-exempt (37.5 hrs/week)

ESSENTIAL DUTIES:

- Conduct comprehensive online MNCHOICES Assessments for clients by evaluating their physical, mental, social and environmental health status.
- Determine applicants' risk of institutional care and their level of care according to state and federal criteria.
- Analyze assessed data and assist applicants in identifying relevant goals along with specific supports that will enhance clients' abilities to meet goals and live in the least restrictive environment.
- Maintain broad knowledge base related to payer sources and community based services.
- Interprets programs to clients and refers to appropriate community resources.
- Determines eligibility for home and community based programs (AC, BI, CAC, CADI, DD, EW waivers, PCA) based on individualized client needs and wants.
- Coordinate the provision of long term services and supports to ensure 1) appropriateness, 2) quality, 3) cost effectiveness.
- Complete a plan of care for client.
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Requires bachelor's degree in social work and at least one year of home and community-based experience; OR a bachelor's degree in a closely related field and at least one year of home and community-based experience. Must possess a valid driver's license and provide a reliable means of transportation for the performance of work responsibilities.

APPLICANT INFORMATION:

Applicants must complete a [county application](http://www.co.pine.mn.us/departments/human_resources/application_forms.Php); resumes alone will not be accepted. Download the application on the web site at www.co.pine.mn.us/departments/human_resources/application_forms.Php and drop off or mail to the County Administrator's office by **Friday, April 19, 2019 @ 4:30 pm.**

Applicants must also be on the MN Merit System eligibility list. To apply, go to <https://agency.governmentjobs.com/mnmeritsystem/default.cfm> and click on *Job Posting 011-58*. Deadline for receipt of applications is **Friday, April 19, 2019 @ 4:30 pm.** For further information regarding the Merit System, please call 651-431-3030 or email at dhs.merit.system@state.mn.us.

Merit System Examination process

The examination will consist entirely of a rating of education and experience based on responses to the supplemental questionnaire

Must complete applications by closing date of Friday, April 19, 2019 @ 4:30 pm

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PINE COUNTY PERSONNEL SYSTEM

CLASSIFICATION: County Agency Social Worker
PAY GRADE: Grade 10 - \$23.98/hr - \$30.14/hr DOQ
RATING METHOD: The selection process will include a formal interview and may include testing and/or other methods of selection.
CLOSING DATE: **Friday, April 19, 2019 @ 4:30 pm**
An Equal Opportunity Employer/Affirmative Action Employer