

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

Date Posted: 2/8/19

Deadline: 2/19/2019 @ 4:30 pm

EMPLOYMENT NOTICE

COUNTY AGENCY SOCIAL WORKER – CASE MANAGER

Health & Human Services – Adult Services Unit

*Come join the Pine County Adult Services Unit in working to provide
CCB Waiver Case Management Services for individuals in the community!*

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

ESSENTIAL DUTIES:

As a Case Manager, you will conduct assessments, create and review care plans, and coordinate services with individuals served and their interdisciplinary team. You will also connect individuals served with community resources and ensure waiver coordination and documents meet lead agency and state guidelines.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology or closely related field or

A bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience as a social worker in a public or private social services agency.

Also, valid driver's license and appropriate certification and licensure.

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 **Tuesday, February 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 **Tuesday, February 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 Tuesday, February 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: **Tuesday, February 19, 2019 @ 4:30 pm**

An Equal Opportunity Employer/Affirmative Action Employer