EMPLOYMENT NOTICE

SOCIAL WORKER – CASE MANAGER
Health & Human Services – Adult Services Unit

Position: County Agency Social Worker
Location: HHS – Position may be required to work from home
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.

Must have the ability to comprehend complex screening criteria, assess situations based on the criteria, assimilate and process information which is not presented in a concurrent fashion, and to make recommendations for supports and services based from this information. Prepares various reports, summaries, findings, etc. on cases. Consults with psychiatrists, attorneys and others regarding cases.

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; 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 mail in, fax (320-591-1620), or e-mail to hr@co.pine.mn.us in the County Administrator’s Office by Friday, February 19, 2021 @ 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, February 19, 2021 @ 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.

CLASSIFICATION: County Agency Social Worker
PAY GRADE: Grade 10 - $25.06/hr - $31.49/hr
RATING METHOD: The selection process will include a formal interview and may include testing and/or other methods of selection.
CLOSING DATE: Friday, February 19, 2021 @ 4:30 pm
An Equal Opportunity Employer/Affirmative Action Employer