

**PUBLIC HEALTH & HUMAN SERVICES
SOCIAL SERVICES DIVISION
SOCIAL WORKER-CHILD PROTECTION**

JOB DESCRIPTION

Position Purpose

Under the general direction of the Social Services Supervisor (SSS), a Child Protection Worker (SW-CP) provides intensive social work services for the protection, rehabilitation, and care of children for both voluntary and non-voluntary child protective service cases; and performs related work as assigned. The SW-CP provides work direction to paraprofessional staff; and performs related work as assigned.

Distinguishing Characteristics

Although supervision is provided by the SSS, SW-CPs perform much of their work independently. SW-CPs are a member of the Children's Services team and work closely with that team's Children's Service Social Work Lead. SW-CPs are scheduled for "on-call" on a rotating basis and may also occasionally be called to work outside of regular office hours. Strong interpersonal and organizational skills are critical for the effective provision of these critical services.

Essential Duties	Estimated % Time
1. Case Management <ul style="list-style-type: none">• Provide preventive services for families and individual children; provide or arrange for the provision of services for clients, referring clients to appropriate community services<ul style="list-style-type: none">○ Cooperate with local law enforcement and correction agencies in child abuse and neglect cases○ Apply child protective services and child welfare laws pertaining to dependency and neglect• Make home visits and determine service needs of individuals and families<ul style="list-style-type: none">○ Make child care institutional and foster home placements and visits• Maintain client records in SSIS compliance with state, federal, and local criteria ensuring accuracy, timeliness, and completeness	65%
2. Intake/Investigations <ul style="list-style-type: none">• Interview prospective clients at intake• Investigate complaints of abuse and neglect; work closely with law enforcement	15%
3. Court Proceedings <ul style="list-style-type: none">• Consult with psychiatrists, psychologists, guardians ad litem, and attorneys in connection with case objectives• Prepare requisite documents including social histories, investigative findings/reports and recommendations; deliver to the County Attorney's Office and other agencies within mandated timelines	15%

<ul style="list-style-type: none"> • Attend/testify in court proceedings • Implement judicial findings and court orders 	
5. Other Duties <ul style="list-style-type: none"> • Provide feedback/input to Lead SW and SS Supervisor potential program and service quality improvement measures • Provide work direction to social work interns and paraprofessional staff as assigned • Provide public information on social service programs to the community and special groups upon request • Attend regional and statewide meetings as assigned and participate in in-service training and other staff development activities 	5%

This description describes the general list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position and classification and are intended only as an illustration of the various types of work performed. The position description is subject to change as the needs of the employer and requirements of the position change.

Employment Standards

Education and Experience

- Bachelor's degree in social work, psychology, sociology, or closely related fields from an accredited college/university with a supervised field placement providing case management and/or counseling services to individuals and families

-OR-

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

-AND-

- Minnesota DHS Agency Social Work, Child Protection Merit qualified

NOTE: The incumbent must participate in a minimum of 15 hours per year of continuing education or in-service training as outlined in Minn. Stat. 626.559

Preferred Criteria/Experience

Current MN Social Work License

Essential Knowledge, Skills, and Abilities

Pre-Employment

- Knowledge of contemporary principles and practices of social work case management as they apply to the treatment of major behavior problems
- Knowledge of the causative factors leading to social maladjustment
- Ability to manage time productively and to prioritize caseloads
- Knowledge of the social-economic factors, which promote stable family life and an understanding of the elements, which affect family security

- Knowledge of federal and State child welfare laws relating to dependency, neglect and delinquency
- General knowledge of court procedures: due process of law and rules of evidence
- Knowledge of the techniques of child placement with emphasis on the complete participation of the parent or guardian
- Ability to communicate with and understand the problems faced by families from all cultural and economic levels
- Ability to work with and motivate the most disadvantaged segment of the community
- Ability to develop and maintain effective working relationships with clients, relatives, the courts, local law enforcement agencies and the public
- Familiarity with Person Centered practice and ability to develop and maintain effective working relationships with clients, their relatives, and the public
- Strong working knowledge of the principles and techniques of interviewing children
- Strong understanding of family systems and dynamics and the social-economic factors, which promote stable family life and understanding of the elements, which affect family security
- Knowledge of community/regional resources and their respective functions
- Ability to work constructively within the agency and the community to effectively utilize appropriate resources and services
- Knowledge and understanding of individual and group behavior
- Ability to work constructively within an agency and in the community and to effectively utilize regional resources and services
- Ability to work constructively in the development and coordination of community resources
- Demonstrated ability to communicate effectively both orally and in writing in communications with the County Attorney's Office, the courts, as well as with individuals from various backgrounds and who may be highly emotional

Post-Employment

- Comprehensive knowledge of SSIS
- Strong working knowledge of County and the Public Health & Human Services Department policies

Persons with Disabilities

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

In compliance w/ the Americans with Disabilities Act the following represents the Physical/Environmental Demands

FUNCTION	N/A	<25%	25% - 49%	50% - 74%	>74%
Office Environment					X
Sitting				X	
Standing, Walking			X		
Hand Dexterity - Simultaneous/Repetitive Hand Movements				X	
Typing/Data Entry			X		
Close Vision (Near Acuity)			X		
Distance Vision (Far Acuity)	X				
Color Vision (ability to identify and distinguish colors)	X				
Accommodation (ability to adjust the eye to bring an object into sharp focus)			X		
Hearing/Speech					X
Sedentary (Exert up to 10 pounds of force)					X
Light (Exert up to 20 pounds of force)		X			
Lifting, carrying or pushing of objects up to twenty-five (25) pounds		X			
Lifting, carrying or pushing of objects up to fifty (50) pounds		X			
Lifting or pushing of objects over fifty (50) pounds	X				
Adverse movements such as overhead, bending, reaching		X			

NOTICE

A County employee in this position may encounter non-public data as defined by Minnesota or federal law in the course of their position. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee shall take reasonable measures to ensure the not public data is not accessed by unauthorized individuals. Once the work purpose to access the data is reasonably finished, the employee must properly store and secure the not public data in accordance with applicable County policies as well as Minnesota and federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies. A breach of these policies may lead to disciplinary action against the employee.

**Status: Non-Exempt
Band C41, 2020: C41
Job Category: Professional
Labor Group: AFSCME
Last Reviewed: 10.2017, 02.2019, 05.2020**