



**GRAND TRAVERSE COUNTY, MI
SOCIAL WORKER – COMMISSION ON AGING**

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| Title: | Social Worker – Commission on Aging |
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GENERAL SUMMARY

Primary function of the job is to provide professional social work services to Commission on Aging senior clients who require human service interventions. Employees in this job have no formal supervisory role, however, work as part of the Leadership team and are responsible for ensuring that the Leadership team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Interviews and assesses clients to identify emotional and social capabilities, physical and mental impairments, health status, and available resources.
- Refers clients to appropriate community resources and service providers to ensure clients' needs are being met.
- Provides continuous evaluation and monitoring of high risk clients through documentation and consultation.
- Counsels and educates clients and/or families on realistic future planning and strategies to cope with existing medical, financial, and mental health needs.
- Assists with navigating community resources and entitlement programs.
- Assists clients' families with resource planning such as explaining Medicaid and individual insurance, applying for appropriate financial benefits, and/or referring to appropriate resources.
- Participates in clinical reviews to insure the quality and appropriateness of services rendered to clients through participation in a multi-disciplinary team.
- Collaborates with community organizations and human service agencies in addressing social work issues.
- Attend and participate in community organizational meetings.
- Provide support to staff with client related issues.
- Participates in meetings, staff development and educational activities as appropriate.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Master's Degree in Social Work from an accredited institution required
- Minimum of two years unsupervised experience as a Social Worker with service to families and/or seniors

CERTIFICATIONS, LICENSES (minimum requirements)

- Current LMSW or LCSW in the State of Michigan
- Requires a valid driver's license and personal vehicle insurance. Must maintain eligibility to drive as per the County's Vehicle policy

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of



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Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Analytic skills are needed to interpret and apply guidelines. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office, home, or school environment.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Thorough working knowledge of standards for care documentation and demonstrable ability to accurately document and interpret case histories and notes
- Knowledge of the community resources serving client population
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Ability to interact positively with clients from a wide range of cultural and socio-economic backgrounds and with widely divergent levels of educational attainment and social skills
- Ability to effectively assess and counsel both individuals and their families
- Ability to assess and provide guidance within area of specialized knowledge
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently