

Position Title: Social Worker – Mental Health FLSA Status: Non-Exempt

Reports to: Manager - Long Term Support and ADRC Pay Grade: 12

Department: Human Services

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position provides a variety of case management and other direct services in programs for persons with diagnosis of mental illness and individuals experiencing a mental health crisis. Employee exercises independent judgment within established guidelines.

II. Essential Duties and Responsibilities

- Coordinates services for clients with mental illness and/or AODA issues who are living in a variety of community settings.
- Arranges for placement services within community based resources such as Adult Family Homes and Group Homes.
- Provides and/or arranges for transportation for the needed court appearances with a Chapter 51 emergency detention, court commitment reviews, or protective placement reviews.
- Maintains liaison with other community agencies and coordinates services to provide continuity of care for consumers.
- Assesses consumer's needs for community services utilizing staff and other resources.
- Arranges for available financial services and provides protective payee services for consumers.
- Gathers social history and other pertinent information as necessary for the assessment of clients referred for service to determine eligibility.
- Provide support services to family members of the consumer.
- Serves appropriate papers and explains process and rights to individual being committed.
- Provides support services for law enforcement, court, doctors, and in-patient staff.
- Secures court dates and makes changes when directed.
- Maintains an individual file for each consumer which includes all required documents and documentation for each respective consumer; updates and documents files on an ongoing basis.

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Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

- Complete all necessary court reports, follow-up correspondence, and prepares necessary reports to the department or state.
- Assesses current mental status of consumer during contacts, documenting any changes.
- Evaluate the need for emergency services in cooperation with law enforcement and the contracted agencies.
- Advocates and promotes better understanding and community service for the chronically mentally ill and those with AODA issues.
- Prepares and submits invoices for payment of services.

III. Related Job Functions

- Establishes and maintains professional working relationships with the general public, community resources, county/governmental officials, and employees.
- Represents Vernon County and maintains a good public relations program.
- Responsible for working safely and following safety practices and standards.
- Attends staff meetings, training sessions, and participates in workshops, seminars, etc., to keep abreast of current changes in the mental health and AODA fields.
- Testifies in court cases regarding consumers.
- Maintains consumer rights and confidentiality of consumer information.
- Organizes appropriate petitions and court forms.
- Performs related work as required or directed.

IV. Physical Demands

Large percentage of time 75% is spent talking, listening, and hearing. Approximately half the time 50% is spent sitting and using near and far vision. Stands, walks, climbs (using hands and legs), and reaches intermittently throughout the day. In unusual situations it is necessary to stoop, kneel, bend/twist and feel. There is the threat of physical attack or injury from clients/animals in unusual situations. Uses automobile, telephones, copy and fax machines, computers, television/VCR/DVD equipment. Uses independent judgment. Involves potential and/or direct exposure to blood or body fluids.

V. Education and Training Requirements

Graduation from an accredited college or university with a major in a human service discipline, such as Social Work, Sociology, Psychology or any other suitable related college degree; Associate degree acceptable; Bachelor's degree preferred; minimum of 2 years' experience in the Human/Social Services field working with individuals who have a mental

health diagnosis; or any acceptable combination of experience and training. Current Social Work certification meeting the requirements specified under Wis. Statute 457. Must have valid Wisconsin driver's license, reliable transportation with adequate auto insurance for city and rural travel.