



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: SOCIAL WORKER DATE OPENED: DECEMBER 7, 2017

DEPARTMENT: COMMUNITY HEALTH / HEALTH DEPARTMENT CLOSING DATE: DECEMBER 20, 2017

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MPEA - Health

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 19.18 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 20.14 per Hour

2 YEAR STEP: \$ 20.46 per Hour

3 YEAR STEP: \$ 20.79 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

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APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

## **SOCIAL WORKER**

### **DEFINITION:**

Perform professional level duties in the field of social work.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:** (The following are intended to illustrate typical duties. They are not meant to be all inclusive or restrictive.)

Provide case management services for clients. This may include an initial psycho/social/environmental assessment, case planning with the client, referrals, and monitoring.

Develop and implement individual client care plans based on social needs. Monitor and evaluate care plan effectiveness. Triage socially related needs of clients. Coordinate client referrals utilizing appropriate community resources.

Identify available community resources for specific client populations and act as a social service resource person for the agency. Educate clients on the appropriate use of social services.

Identify and make contact with high risk clients and specific target populations.

Develop social service protocols as needed including psycho-social assessment and screening tools.

Perform related duties as required or directed.

### **MINIMUM QUALIFICATIONS:**

#### Knowledge:

- Extensive knowledge of community resources and organizations.
- Knowledge of the practices and procedures of the professional field of Social work.
- Knowledge of the methods, practices and procedures of case management.
- Knowledge of the psycho-social aspects of public health disciplines.

#### Skills and Abilities:

- Understand and carry out oral and written instructions of a professional nature.
- Ability to communicate well verbally and in writing.
- Skill in interviewing techniques, listening, facilitating problem solving, and crisis intervention.

- Ability to work effectively as a member of an interdisciplinary team.
- Able to establish and maintain effective working relationships with the public, staff, and other professional people contacted in the course of work.

Education:

Graduation from an accredited college or university with a Baccalaureate Degree in Social work required.

Experience:

One year of professional social work experience required.

Special Requirements:

Must possess a current Montana Driver's License. Employee must have the ability to lift and carry 40 pounds and be able to negotiate stairs.

Classification:

Registered Profession

5/6/98

Action	Date	Reference
Adopted	11/19/2009	Commissioners Minutes