STATE OF IOWA
invites applications for the position of:

Social Worker 2

SALARY: $22.39 - $33.47 Hourly
       $1,791.20 - $2,677.60 Biweekly
       $46,571.20 - $69,617.60 Annually

LOCATION: Glenwood - 51534 - Mills County

JOB TYPE: Full-time

AGENCY: 411 Dept of Human Services - Glenwood Resource Center

OPENING DATE: 10/29/21

CLOSING DATE: 11/28/21 11:59 PM

LINKEDIN TAG: #LI-POST

POINT OF CONTACT: Kelly Robinson - krobins2@dhs.state.ia.us

JOB DESCRIPTION:

Only applicants who meet the Minimum Qualification Requirements and meet all selective requirements (listed below) will be placed on the eligible list.

SCHEDULE:
Core hours: 8:00a-4:30p Monday through Friday; may require some evenings and weekends. Some travel, mainly in Iowa, could require an occasional overnight.

JOB DUTIES:
Function as the primary liaison with individuals in care, families/guardians, community providers, case managers, Department of Human Services (DHS), regional/county mental health and disabilities staff, staff from Managed Care Organizations (MCOs), internal teams and others invested in outcomes for individuals supported at GRC. The social worker must establish and maintain effective working relationships, promote inclusion and participation of individuals in treatment planning and promptly respond to all communications. Maintain an ongoing, open dialogue with individuals and their guardians/families so that all are engaged and well-versed in what is currently happening in the individuals' lives. Encourage engagement of natural supports (friends, family members, guardians) in the lives of those supported. Inform guardians/families of upcoming events, meetings, and other opportunities for participation in the support, treatment and daily life of individuals on the assigned caseload. Promptly communicate significant events, changes and other status updates. Maintain close contact with guardians/families when individuals are hospitalized to provide updates and support. Advocate for the individual and his/her family; promptly communicate significant issues/concerns from the guardian/family to the interdisciplinary team (IDT). Represent the guardian/family's interests when they cannot be present to participate. Obtain and maintain current informed consent for restrictive procedures. Provide case manager and other stakeholders as appropriate, progress reports, notification of upcoming meetings and other pertinent information. Facilitate calls, visits, letters and other
opportunities for individuals to enhance relationships with those involved in their lives. Supervise visits, as needed. Inform the IDT of upcoming guardian/family visits to GRC or visits off campus for individuals supported. Coordinate to ensure preparations (e.g. medications, money, clothing, etc.) are made for a smooth visit. Document communications, contacts, actions and activities carried out on behalf of individuals in the electronic record or as otherwise directed. Complete required paperwork, to include but not limited to correspondence, consents, reports and notifications. Update as required.

Provide Social Work services to all individuals on caseload and provide back-up support for other social workers, as assigned. Interact frequently with individuals on your caseload, building and maintaining a respectful relationship based in advocacy and support. Educate the individuals on options in the community for living, shopping, working and leisure activities. Seek out the individuals' related preferences and actively represent those preferences as you encourage community integration in all aspects of your work with the IDT; for example, at meetings such as annual Individual Support Planning (ISP), Monthly Integrated Reviews (MIRs), psychiatric consultations and other team meetings. As a part of the IDT, complete any assigned assessments and identify, develop and provide supports to help the individual acquire the skills needed to reside successfully in a less restrictive setting. Facilitate discussions about social work activities and community transitions. Assist Admission Coordinator when a new person is moving onto your caseload. Assist with obtaining and maintaining eligibility and funding. Document communications, contacts, actions and activities carried out on behalf of the individual in the electronic record or as otherwise directed. Attend and participate actively in Social Work meetings as assigned.

Support successful transitions to the community by engaging the individual, his/her family & guardian, IDT members, the MCO case manager and MFP Specialist, when appropriate, in education and discussion about supports and services available within the state. Assist with identifying barriers to community based living and identify and discuss skills the individual may acquire to successfully transition. Always highlight his/her strengths. Fully support a person-centered approach to treatment planning with a focus consistently working toward transition to a least restrictive setting. Develop and maintain positive working relationships with providers of community-based services. Encourage individuals, guardians/families and co-workers to meet with community based providers and learn about their supports. Maintain a solid knowledge base about the resources available in the State for individuals served at GRC. Ensure ongoing communication with the MCO case manager and Money Follows the Person (MFP) specialist to access their expertise and maintain a balanced transition. Complete the written transition plan with input from the IDT, which includes the individuals, guardian/family, case managers and other involved stakeholders. Carry out the transition plan and provide follow up services after the move. Complete required paperwork, to include, but not limited to, future vision/discharge plan, referrals for service, application for services and transition plans, Document communications, contacts, actions and activities carried out on behalf of the individual in the electronic record or as otherwise directed.

Act as a liaison with the judicial and correctional systems for individuals on caseload, as needed. Assess need for guardianship or other form of substitute decision maker, actively work to find someone to fulfill that role, and assist with paperwork and support, as needed. Assist with annual reporting paperwork and/or other court-submissions. Take lead for the IDT in consultation with the Social Work Administrator on court issues including admission, discharges, criminal charges, mental health issues, Child in need of assistance (CINA) and End of Life. Determine when an individual needs to attend a court hearing, ensure that the QIDP is informed and in most cases, accompany the individual to court. Provide court testimony or reports as directed. Document communications, contacts, actions and activities carried out on behalf of the individual in the electronic record or as otherwise directed.

SELECTIVES:
986 Social Work Degree
To be designated as a social worker, an individual must
A.) Hold a graduate degree from a school of social work accredited or approved by the Council of Social Work Education or another comparable body; or
B.) Hold a Bachelor of Social Work degree from a college or university accredited or approved by the Council on Social Work Education or another comparable body.

The Council on Social Work Education’s website contains a listing of programs currently accredited. Please refer to the following website: http://www.cswe.org/. To view the Federal Registry requirements 42 CFR 483 430, please visit the following website: http://www.ecfr.gov/cgi-bin/text-idx?rgn=div&&node=42:5.0.1.1.2.9.7.5.

MINIMUM QUALIFICATION REQUIREMENTS:
Graduation from an accredited four-year college or university;
OR
the equivalent of four years of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems;
OR
an equivalent combination of education and experience substituting the equivalent of one year of full-time qualifying work experience for one year (thirty semester or equivalent hours) of the required education to a maximum substitution of four years.

For additional information, please click on this link to view the job description.

ADDITIONAL QUALIFICATION REQUIREMENTS:

Designated positions in this job class require applicants to obtain the required Chauffeurs License and endorsements within a period of time as determined by the appointing authority at the time of hire.

At the time of interview, applicants referred to Glenwood and Woodward State Hospital-Schools will be assessed to determine if they meet federal government employment requirements as published in the Federal Register, Section 20-CFR-405.1101.

TO CONTACT THE HIRING AGENCY:
711 S Vine St
Glenwood, IA 51534

http://dhs.iowa.gov/mhds/disability-services/resource-centers/glenwood

To Contact DAS HRE: dashre.info@iowa.gov

Please Note: The Hiring Agency listed above is responsible for all decisions regarding interviews and hiring. Please contact them if you have questions.

The State of Iowa is an Equal Opportunity/Affirmative Action Employer.
Social Worker 2 Supplemental Questionnaire

* 1. Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability? Please read all questions and answers thoroughly and make sure you understand them completely. **Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question.** Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.

☐ Yes - I understand and agree.
☐ No

* 2. **PLEASE READ CAREFULLY**
Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

☐ No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
☐ Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

* 3. Have you graduated from a four-year college or university?

☐ Yes
☐ No

* 4. How many years do you have of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems?

☐ No work experience in the specified area
☐ Less than one year of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems
☐ One year to less than two years of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems
☐ Two years to less than three years of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems
☐ Three years to less than four years of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems
☐ Four years or more of full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems

* 5. How many years do you have of COMBINED post high school education AND full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems? 30 semester hours equals one year of the full-time work experience.

☐ Not applicable - None of the specified education and work experience
☐ Less than one year of the combined specified education and full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems
psychological, or health problems
☐ One year to less than two years of the combined specified education and full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems
☐ Two years to less than three years of the combined specified education and full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems
☐ Three years to less than four years of the combined specified education and full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems
☐ Four years or more of the combined specified education and full-time technical work experience involving direct contact with people in overcoming their social, economic, psychological, or health problems

* 6. Does your application demonstrate that you have a Social Work Degree? To be designated as a social worker, an individual must

- Hold a graduate degree from a school of social work accredited or approved by the Council of Social Work Education or another comparable body;
  OR
- Hold a Bachelor of Social Work degree from a college or university accredited or approved by the Council on Social Work Education or another comparable body.

The Council on Social Work Education's website contains a listing of programs currently accredited. Please refer to the following website: https://www.cswe.org/.

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☐ Yes
☐ No

* Required Question