

## Detention Center Social Worker

South Central Human Relations Center is accepting applications for a full-time (40 weekly hours), experienced, community-based licensed social worker/case manager. Applicants must have a minimum of five years supervised experience in mental health, chemical health and/or corrections to work with adults in Steele County Detention Center, Owatonna. This position will work in a unique collaboration with Detention Center correctional, medical and other staff to address mental health, chemical health, social health, and other related concerns. This person will have a lead role in accessing and navigating the regional and community-based service delivery system regarding mental health, chemical health, and other social needs (crisis, treatment, housing, employment, etc.).

Requirements: B.S.W. with L.S.W. preferred. Schedule: M-F, 8am-5pm, some flexibility for evenings.

Send resume to:

Human Resources  
South Central Human Relations Center  
610 Florence Avenue  
Owatonna, MN 55060  
Fax: 507-455-8133  
E-mail: [williep@schrc.com](mailto:williep@schrc.com)

EEO/AA

## **Detention Center Social Worker Job Description**

### **Position Framework:**

One full time equivalent experienced/seasoned community-based mental health social worker, to be hired by South Central Human Relations Center (HRC) of Owatonna. The social worker will be deployed and imbedded within Steele County Detention Center for the purpose of coordinating inmate transitions back to community based services, assuring on-going integration with community-based mental health services. The social worker will receive day to day work direction from Detention Center staff. Will participate and receive full support of the clinical supervision and triage opportunities available at HRC. This position will work a 40 hour a week schedule, is a new position, with potential of variable hours at first until practice is fully established.

**Role:** Review post bookings screenings, provide monitoring, referrals, consultations, transition planning and diversion for inmates within the Detention Center.

### **Essential Functions:**

- Work collaboratively with Detention Center correctional, medical and other staff to address a variety of mental health, chemical health, social health, and other related concerns.
- Review screenings, provide monitoring, referrals, consultations, transition planning and diversion for inmates within the Detention Center.
- Primary responsibility will be to have lead role in (fast-tracking) accessing, navigating, and fully utilizing and maximizing the regional and community-based service delivery system as it pertains to mental health, chemical health, and other social needs (crisis, treatment, housing, recreational, leisure, employment, etc.).
- Additional responsibilities will be to educate Detention Center staff and others, as needed, on the services available through the community-based service delivery system.
- Roles/responsibilities may be that of consulting, crisis intervention, and case managing situations as presented through collaborative case management review.
- Serve as the primary liaison for mental health and some chemical health services/issue needs between the Detention Center, SCHRC, and the community-based service delivery system.
- Assist service delivery system in better understanding critical areas of operational need or adjustment to improve overall care in the Detention Center and in the community.
- Work with existing systems to divert initial placements to other, more appropriate services.
- Work with identified individuals up to 30-days upon discharge from Detention Center.

- Primary focus for the coordination of discharge transition services will be on housing, employment, transportation, and medications. Other issues will be addressed as well with priority given to the listed areas.
- Coordination of care for specifically identified inmates with serious and persistent mental illness.
- Serve as a liaison between the Detention Center and community mental health services.
- Work with the Steering Committee to better understand the cause and effect both positive and negative on how the current multi services delivery system are working.
- Compile and analyze data to best assist in understanding the outcome of this initiative.
- Position will augment the existing mental health system through performing a screening function and working collaboratively with doctors and mental health professionals.

#### **ADDITIONAL FUNCTIONS:**

- Maintains Client Case Records. Opens case file. Ensures all relevant documents are current and maintained in files; including letters, medical reports, test results, case plans, court orders, social service forms, documentation for revenue reimbursements, purchase of service contracts, and case narratives. Documents all necessary information supporting eligibility for services provided.
- Interacts Positively with Internal and External Customers. Communicates and interacts effectively and respectfully with employees, supervisors, program coordinator, individuals from other organizations, and customers.
- Performs the Physical Demands of the Position.
- Attends Work During Regularly Scheduled Hours.
- Participates in Professional Staff Development. Participates in training and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Reads appropriate journals and articles. Associates with agents and departments from other counties and states to learn about and maintain professionalism.
- Performs Other Related Functions as Apparent or Assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to listen, comprehend, and effectively communicate information both written and orally to all individuals.
- Knowledge of mental health treatment services.
- Knowledge of supportive housing issues.
- Knowledge of departmental regulations and policies.

- Ability to make decisions independently within ascribed authority.
- Ability to interview and elicit facts and accurate data pertinent to community-based care plans.
- Ability to maintain patience, confidence, and composure under pressure or adverse circumstances.
- Ability to schedule one's time and activities efficiently.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- Requires incumbent to work inside, outside, alone, with others, around others, and have contact with the public.
- Activities that occur continuously are: talking, hearing, and using near vision.
- Activities that occur frequently are: using far vision, sitting.
- Activities that occur occasionally are: standing, walking, depth perception and visual accommodation.
- Activities that occur infrequently are: bending, stooping, pushing, pulling, twisting, climbing staircase, reaching at, above, and below shoulder level with both shoulders individually or at the same time, use of fingers and hands for handling and fine manipulating, the use of both feet for repetitive movements, utilizing color and peripheral vision, lifting, and carrying up to 24 pounds.

**EQUIPMENT UTILIZED:**

Uses general office equipment including but not limited to: calculator, computer, copy machine, pager, telephone, cell phone, dictation equipment, file cabinets, and TV/VCR/DVD. This position **does** require the operation of an automobile.