



Human Resources Department

616 Third Avenue
Two Harbors, MN 55616
Phone: (218) 834-8323
Fax: (218) 834-8482
Website: www.co.lake.mn.us

April 19, 2024

EMPLOYMENT NOTICE

POSITION: HUMAN SERVICES PROFESSIONAL (SOCIAL WORKER)

The current vacancy is for one full-time position (37.5 hours per week) in the Lake County Health and Human Services Department in Child Protection.

SALARY: \$30.96 - \$41.80 per hour

CLOSING DATE: Open until filled; initial review due May 3, 2024

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Social Work or related field; 2 years related experience; or an equivalent combination of education and experience; and a valid Driver's license.

RESPONSIBILITIES:

Responsible for performing professional and/or program or case management duties for significant community programs, support areas or service offerings with significant impact on County operations. Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Responsibilities may include drafting internal procedures for assigned programs; planning programs; evaluating the impact of changes in regulation on programs; assisting with program budget; investigating reports of maltreatment of a family member; and assisting clients in determining level of support required.

WORK TEST PERIOD:

Appointee to the position must successfully complete probationary period per contract.

BACKGROUND CHECK:

Applicants selected for appointment must pass a criminal background check.

DRUG TESTING:

Applicants selected for appointment must take and pass a drug test.

PHYSICAL-MEDICAL STANDARDS:

Applicants must meet essential physical requirements of the position.

EMPLOYMENT ELIGIBILITY VERIFICATION:

All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

APPLICATION INFORMATION:

Application and Classification Specification may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; or website: www.co.lake.mn.us; or call (218) 834-8323.

ACCOMMODATION:

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8323.

VETERAN'S PREFERENCE:

Proof and claims for Veteran's Preference must be filed at time of application.

NON-DISCRIMINATION:

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex (including pregnancy), age, color, national origin, religion, disability, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.