

LEAD SOCIAL WORKER (INTAKE AND ASSESSMENT)

DEFINITION

Under general direction, determines eligibility, through the assessment process for adults with a developmental disability who are requesting services or wish to be considered for services in the future. Upon determination of eligibility, ascertains the priority for service based on Adult Community Services Division policy. Provides information and referral to adult consumers and their families. When services are not immediately available, enrolls consumers on the waiting list for each appropriate service. Serve as lead worker in the intake and assessment unit. Responsible for equitable distribution of intake and assessment workload. Performs related duties as required.

EXAMPLES OF DUTIES

Assess individuals to determine eligibility for the Adult Community Services Division funded services.

Refer to appropriate agencies, categoric and generic.

Maintain waiting lists for the Adult Community services Division funded services.

Maintain list of current opening in the service system.

Provide case consultation and general information to other staff upon request.

Serves on intra-agency and inter-agency committees upon request.

Take lead role at regularly scheduled Developmental Disability Service meeting regarding intake and referral.

Provide consultation to families, case managers and other professionals regarding trends, potential opening in the service system and other alternatives.

Represent the Adult Community services Division at meetings with families, providers, high school personnel regarding accessing the service system.

Act as interim case manager for individuals in protective placement who are court ordered to less restrictive settings.

Maintain calendar of court ordered reports. Assign or prepare and distribute court ordered reports.

(OVER)

EMPLOYMENT STANDARDS

Education and Experience: Master's degree from an accredited college or university with a major in social work or related human services field. Experience with adults with developmental disabilities preferred.

Knowledges and Abilities: Basic understanding of human development and behavior. Knowledge of current human services philosophies and approaches and the ways in which these affect individuals and their families. Ability to quickly acquire and apply knowledge of laws, regulations, policies and procedures pertaining to developmental disabilities. Knowledge of community resources which may be used by people who are disabled. Ability to be decisive, consistent and diplomatic. Ability to organize and track a diverse system of need and response. Possession of good verbal and writing skills and ability to understand and follow oral and written instructions. Ability to perform lead worker or certain supervisory functions primarily related to work assignment, monitoring and guidance.

Special Requirements: Valid Wisconsin driver's license (or eligibility for) and access to personal transportation for use within Dane County.