

FOREST COUNTY DEPARTMENT OF SOCIAL SERVICES

Position Description

Position Title: Social Worker for Juvenile Intake and Child Protective Services

Reports to: Department of Social Service Agency Director

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$20.39 - \$22.66 per hour

I. Position Summary:

Provide social work services including intake, assessment and case management services to children, juveniles and families in Forest County. Follows the procedures outlined in Wisconsin Statute Chapters 48 and 948, and County and Municipal ordinances.

II. Primary Duties and Essential Responsibilities:

- Provides assessment and ongoing case management services under Juvenile Delinquency and Family Services.
- Provides intake services for the purpose of screening juveniles and youth taken into custody.
- Understand and correctly apply state statutes, administrative rule and policy to duties assigned.
- Determine the services needed by individuals and families through interviews, home visits and collateral contacts, etc.
- Provides crisis counseling during the intake process when necessary.
- Receives referral information, conducts intake inquiries, requests petitions be filed, and enters into deferred prosecution/informal disposition agreements per Court guidelines.
- Recommends course of action to District Attorney, Corporation Counsel and other agencies, including drafting and filing petitions and informal agreements, entering deferred prosecution agreements, and making referrals to other agencies.
- Attends court hearings, prepares and provides written reports and testimony.
- Determines applicants' program eligibility and provides families with information specific to their financial obligations for repayment of services provided.
- Develops case plans and monitors service delivery.
- Provides referrals and administers services involving foster care licensing and recruitment and supervision and monitoring of foster care placements.
- Administers the AODA juvenile screening tool to juveniles identified and referred by the court system.
- Develops and maintains a working knowledge of services provided by other health, tribal, and human services organizations.
- Maintains and updates appropriate records for all current cases in e-WiSACWIS and paper files.
- Provides information and notices to and confers with victims.
- Consults with law enforcement, schools, social services and other agencies regarding referred juveniles.

- Performs other duties as assigned by the Agency Director within the scope of responsibility and skill requirements for the job.

III. Additional Responsibilities

- Provides on-call services in accordance with Chapter 48 to residents on a rotating basis.
- Ability to perform back-up or on-call services.

IV. Supervision

Receives direct supervision from the Agency Director who will spot check work for completeness, conformance with established policies and effective accomplishment.

V. Physical Demands and Work Environment

The physical requirements are those demands the employee is expected to encounter in the performance of the essential functions of the job. The work conditions are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly required to engage in conversation and is required to speak and listen. The employee is frequently required to sit and use hands to grasp and place objects. The employee is occasionally required to walk and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Employee will have limited contact with the public.

Ability to work under conditions that require exposure to environmental factors such as heat and cold, pollen and dust, disease, blood and bodily fluids, second hand tobacco smoke, odors, animal bites, and violence. This exposure may cause some discomfort and presents a risk of injury.

VI. Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below should be representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education: Minimum of a four year degree from an accredited college of social work preferred but will consider: sociology, psychology, criminal justice or other approved human services program.

Experience: Minimum of one year experience providing social work to children and families.

Skills, Knowledge and Abilities: Knowledge of office terminology and procedures. Working knowledge of personal computers and above average keyboarding skills. Excellent written and verbal communication skills. Understanding of state laws pertaining to the operation of the

Social Services Department. Possess the ability to make decisions in accordance with laws, regulations, policies and established procedures.

Licenses and Certifications: Certified as a social worker in the state of Wisconsin or eligible for certification by holding a training certificate or temporary license and certified prior to the expiration of the certificate or temporary license. Must possess and maintain a valid Wisconsin Driver's License, a reliable, insured vehicle, and maintain minimum county insurance requirements.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on September____, 2017

Department Head: _____ Date: _____