

## **FOREST COUNTY DEPARTMENT OF SOCIAL SERVICES**

### **Position Description**

Position Title: Coordinated Services Team Initiative Coordinator/Adult 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: \$20.72-\$23.02 per hour

#### **I. Position Summary:**

Serves as the Coordinator of the Coordinated Services Team Initiative (CST) for the Children and Family Unit and a Liaison for the Adult Protective Services Unit. Provides client eligibility determination and care management services to the Children and Family Unit. Guides the Coordinated Services Team according to Wisconsin Statute Chapter 46 and County and Municipal ordinances. Develops program guidelines to implement procedures to be followed by law enforcement agencies, schools, social services and other agencies. Screens referred children for program eligibility. Responsible for needs assessment, planning, advocacy, and coordinating support services for elder abuse and guardianships. Performs other duties as required.

#### **II. Primary Duties and Essential Responsibilities:**

- Primary responsibility of the initiative coordinator is to promote collaborative relationships between systems of care.
- Bring together parents and relevant staff from various agencies and organizations to comprise the coordinating committee and support their activities.
- Work with coordinating committee to maintain and support agency participation as established in the interagency agreement.
- Determines applicants' program eligibility.
- Assists in the development of case plans and coordinates service delivery.
- Guide the coordinated service team in order to ensure compliance with basic principles of the initiative core values.
- Work with the coordinating committee and service coordination agency to receive and review referrals.
- Review plans of care, including crisis response plans, for consistency with coordinated services team approach to providing services to a child and his/her family and core values.
- Assist the coordinating committee and coordinated services teams in establishing consistent measures for the development, implementation, evaluation and monitoring of the initiative and its outcomes.
- Develops and maintains a working knowledge of services provided by other health, tribal, and human services organizations.
- Facilitate public education and awareness of issues and programs for children who are involved in 2 or more systems of care and their families.
- Ensure provision of ongoing support and training that is related to the coordinated services team process for families, service coordinators and providers and ensure orientation coordinated services team members.

- Support service providers in developing strategies to enhance existing programs, to increase resources and to establish new resources relevant to project goals and objectives.
- Prepares materials for court proceedings, and testifies as required.
- Provides information and notices to and confers with victims.
- Conducts home visits of clients to assess needs, including health care, skilled nursing, therapy services, and support for daily living activities.
- Works to achieve active involvement and participation of the client, client's family, and client's natural support system in resolving problems.
- Works with clients and client's family to assess and develop goal oriented, time limited service plans to address identified needs.
- Coordinates access to services, monitors cases to ensure that services are provided in an appropriate and timely manner, reviews progress, and terminates services when goals are attained.
- Coordinates compliance with court orders and facilitates the involvement of the guardian/conservator with clients.
- Provides advocacy and liaison services for clients and informs and explains court proceedings and explains legal terminology.
- Maintains and updates appropriate records for all current cases
- Ensure that local and state agencies submit data and reports in an accurate and timely manner.
- 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 and 938, as needed, on a rotating basis.

### **IV. Supervision**

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

### **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:** B.S./B.A. in social work or related human services field.

**Experience:** At least two years of related experience in social work field.

**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:** 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: November 1, 2018

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_