

FOREST COUNTY DEPARTMENT OF SOCIAL SERVICES

Position Description

Position Title: Social Worker – Children & Family Services (Child Protective Services)

Reports to: Department of Social Service Agency Director

FLSA Status: Non-Exempt

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

Pay Grade/Pay Structure: \$21.92-\$24.36 per hour (Dependent on pay level and qualifications)

I. Position Summary:

Serves as a social worker for the Children and Family Unit, specifically Child Protective Services. Provides client assessment and case management services to the Children and Family Unit. Performs other duties as required.

II. Primary Duties and Essential Responsibilities:

- Provides case management services under Child Abuse and Neglect, Family Services, and AODA Screening programs.
- Determines applicants' program eligibility.
- Conducts child abuse investigations and assessments, as assigned.
- 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.
- Provides services to families identified as having child abuse and neglect service needs.
- 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.
- Performs other duties as assigned by the Agency Director within the scope of responsibility and skill requirements for the job.

III. Additional Responsibilities

- May be assigned to perform crisis on-call duty.
- 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: B.S./B.A. in social work or related human services field, and License required within two years. Master's degree in social work, preferred.

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

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: State of Wisconsin Social Work Certification within two years. 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 May 23, 2017
Approved by Social Service Committee on March 8, 2022
Approved by Personnel Committee on March 23, 2022

Department Head: _____ Date: _____