

## **FOREST COUNTY**

### **Position Description**

Position Title: Child Protection Professional

Reports to: Department of Social Service Agency Director

FLSA Status: Non-Exempt

County Status: Regular Full Time Employee (40 Hour Work Week) (Flexible work hours available)

Pay Grade/Pay Structure: \$21.94 - \$24.16 per hour (Dependent on pay level and qualifications)

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

Work involves determination of family and individual needs, and provides services to those individuals and families. Regulated supervision is provided as needed. May work in other program areas.

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

- Make assessments about the nature of the family and issues through interviews, home visits, and investigations.
- Develop plans to address concerns and provide services to help families.
- Prepare accurate, family histories, reports, and documents.
- Investigate referrals to child or adult abuse or neglect.
- Determine safety needs of individuals and families.
- Complete safety checks in home, drug testing if needed, and meet with collateral sources.
- Works closely with the community to provide clients information about services and programs offered by health, tribal, and human services organization.
- Prepare case notes, case plans, court reports, and permanency plans for staff.
- Maintains and updates appropriate records for all current cases in e-WISACWIS and paper files.
- Coordinate with Forest County Corporation Counsel to prepare for Court Cases as needed.
- Testify with departmental and Chapter 48, 55, 938, and 880 procedures and times frames so as to protect the safety and well-being of those served by the community.
- Attend in service training, staff developments, and conferences as directed.
- Other duties as assigned.

#### **III. 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. The employee occasionally lifts items approximately 10 to 50 pounds, such as small children or car seats.

#### **IV. Minimum Qualifications**

**Education:** B.S./B.A. in social work or related human services field, 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 keyboarding skills. Individual must have knowledge of community problems, social problems, and human behavior. Ability to work and motivate persons of diverse backgrounds. Ability to use e-WISACWIS.

**Licenses and Certifications:** Must possess and maintain a valid Wisconsin Driver's License.

**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.**

Approvals: Approved by the Social Services Committee on \_\_\_\_\_  
Approved by the Personnel Committee on \_\_\_\_\_.