RICHLAND COUNTY
POSITION DESCRIPTION

Position Title: Children’s Protective Services Lead Worker
Department: Health & Human Services

Reports to: Children’s Services Manager
Pay Grade: 24

Date: August 3, 2011
Hours Per Week: 40

PURPOSE OF POSITION

The primary purpose of this position is to assist the Children’s Services Manager to monitor the workload of the unit, support the staff as needed, and to meet the goals and standards of the Children’s Services Unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Maintain responsibility for CPS intake; including case managing child protection and child welfare referrals at the initial and investigative stages. Follow established intake procedures and policies, (Federal, State and Local guidelines); unless agreed in conjunction with the Children’s Services Manager that this can be delegated to another member of staff when the Lead Worker is unavailable.

- Determine, upon completion of investigation and/or initial assessment, whether ongoing services are appropriate for new cases and to recommend to the Children’s Services Manager a plan of allocation for new cases as part of weekly team staffing.

- Act as a model of best practice standards to workers with regards to the quality of written and verbal work. This includes meeting all statutory time frames for client services and report deadlines.

- Perform and enter into WISACWIS comprehensive investigations/assessments of clients’ strengths, deficits, and needs to determine eligibility. This includes entering work into WISACWIS in a timely manner accordance to mandated timescales, and/or within local expectations set out by the Children’s Services Manager.

- Maintain case records containing pertinent, accurate and current information using WISACWIS; prepare correspondence, reports and other records as required; reply to all contacts in a timely fashion.

- Plan and arrange for services as needed. Develop a good understanding of the local service providers and their systems of delivery. Collaborate with providers to arrange coordinated client services.

- Assess cases for appropriate closure and provide discharge planning services. Follow Wisconsin Model Standards and close cases with proper documentation in WISACWIS.

- Maintain a limited caseload to ensure that all clients receive fair and equal access to case management services.
Participate in 24 hour emergency coverage rotation as directed; this will also include rotation as a supervisor on-call with the Children’s Services Manager and the Juvenile Justice Lead Worker.

Provide support to unit workers when the Children’s Services Manager is not available.

Participate in the supervision and support of non-social work staff and internships, where appropriate, when the Children’s Services Manager is not available or upon delegation to the Lead Worker.

Assist the Children’s Services Manager in personnel planning, evaluation, or training.

Work with the Children’s Services Manager and staff in developing short and long-term goals for the unit.

Assist the Children’s Services Manager in implementing unit goals by creating a supportive structure within which workers may attain these goals.

To be proactive in determining the service needs of the population, or special groups within the population, set out plans to address those needs and bring them to the Children’s Services Manager’s attention for implementation.

Provide feedback to the Children’s Services Manager on worker needs, and assist the Children’s Services Manager to fine-tune goals to meet those needs.

Assist workers in developing case plans consistent with the goals of the unit. This includes reviewing, revising and approving case reports when the Children’s Services Manager is not available or upon delegation to the Lead Worker.

Assist the Children’s Services Manager in monitoring unit compliance with Federal and State standards. This requires participation in ongoing training, in order to maintain contemporary knowledge.

Facilitate unit meetings and team staff meetings when Children’s Services Manager is not present.

Represent Richland County Health and Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations and participation in community advisory groups as requested.

Perform other related duties as assigned.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Bachelor’s degree in Social Work or human service related field with State of Wisconsin Social Work certification or ability to obtain social work certification within two years of hire date.

Prior experience in child protective services or juvenile justice or related field preferred.

Successful completion of Chapter 48/938 training.

Completion of all child welfare pre-service and core training requirements as specified by Wisconsin DFS standards.

Working knowledge of computers, computer programs, typing, and data entry.

Current WI Driver’s license and unlimited access to reliable transportation.
PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS

Language ability and Interpersonal Communication
- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability
- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.
- Ability to learn and use the WISACWIS child welfare automated tracking system.

Judgment and Situational Reasoning
- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment frequently on anything from non-routine to occasionally highly unstable situations, including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variable situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with Children’s Services Manager during the intake, investigative and ongoing case management process.
Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger, and feel. Ability to life and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

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

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Employee’s Signature     Children’s Services Manager Signature

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Date       Date