WAUSHARA COUNTY
POSITION DESCRIPTION

TITLE: Child Protection Services Social Worker
LEVEL: J-Bachelor’s Degree
       H-Master’s Degree

DEPARTMENT: Human Services
DATE: May 2016

FUNCTION: Performs social services as required by laws pertaining to the Children's Code for children in need of protection and services, including assessments of alleged child abuse and neglect, other risk assessments and ongoing services to children and families.

MAJOR RESPONSIBILITIES:

1. Provide case management for assigned clientele.
2. Provide liaison with and between schools, law enforcement agencies, the Court, out-of-home placements and the State of Wisconsin.
3. Participate in grant related activities as requested.
4. Conduct child abuse and neglect assessments as assigned. This includes:
   - Interviewing children at home, school or other set location
   - Interviewing parents of children
   - Conducting home visits
   - Interviewing alleged perpetrators
   - Making collateral contacts
   - Working with the Corporation Counsel and District Attorney to prepare necessary petitions, decrees and other court related documents
   - Writing court reports, case & permanency plans, attending hearings and testifying as necessary
   - Collaborating with law enforcement
5. Provide Juvenile Court Intake services as may be required, including after hours services, on-call on a rotating basis with other staff.
6. Maintain agency records/files and prepare reports within established time frames and in keeping with good practice, including all required eWiSacwis work. Prepare, execute and review case plans.
7. Participate in unit meetings, staff meetings, supervisory conferences and case conferences concerning case planning and provision of services within and outside the agency. Come prepared to all meetings and use time productively.
8. Participate in staff development, training programs and other in-service programs as may be required. Demonstrate positive effects of completed training. Keep scheduled appointments and be on time for assigned responsibilities.
9. Support co-workers when necessary (i.e. assist with difficult cases, provide back-up, etc.). Promote teamwork within the Department and with community partners.
10. Maintain confidentiality and appropriate boundaries.
11. Support agency and unit missions and goals
12. Provide community education and outreach regarding child protection services as well as prevention-oriented services.
13. Obtain and document necessary continuing education credits in order to keep social work certificate current.
14. Provide and accept feedback regarding workload and agency operations.
15. Maintain regular and predictable attendance.
16. Promote, get along and work in a harmonious relationship with others including but not limited to outside agencies and county departments.
17. Perform duties and follow policies and procedures independent of direct supervision.
18. Perform other duties as assigned by the Supervisor, Deputy Director or Director.
WORKING ELEMENTS

A. **Education, Training and Experience**

Bachelor's degree of social work or a related human service field.

Certification as a Social Worker, or credentials for certification and complete certification within three years of hire date.

Additional training is required for carrying out specific job duties including state offered "core" courses, interviewing courses, juvenile court intake training, etc.

At least one year previous experience in the social work field.

B. **Knowledge, Ability and Skills**

Knowledge of principles/theories of social work practice, family systems, child development, human growth and behavior, child welfare history, and juvenile court laws.

Ability to manage time and establish priorities, adhere to schedules and timelines, communicate orally and in writing, use good judgment, work as a team member as well as independently and make credible presentations in court and in the community.

Skills are also needed in working with resistive and aggressive people as well as establishing working relationships with children and families. Some computer literacy is needed.

C. **Responsibility and Authority**

There are no supervisory duties associated with this position.

Responsibility must be maintained for adhering to statutory duties, agency policies and procedures and supervisory direction. Responsibility must also be maintained for agency records of assigned clientele and adhering to policies of confidentiality and good practice.

A driver’s license and current auto liability insurance are required.

D. **Working Conditions:**

Considerable travel is required to perform duties.

Additional hours and a flexible work schedule are required in order to respond to caseload demands and emergencies. Hostile, aggressive clientele will be encountered. Work is sometimes conducted in conjunction with law enforcement personnel.

Physical requirements include sitting a large percentage of the day within the office and in people's homes or other professional offices with the balance in walking and driving. There is required computer work. There is no lifting or other physical activity required.