ROCK COUNTY
invites applications for the position of:

Case Manager I/II - Social Worker

An Equal Opportunity Employer

SALARY

Hourly
$17.54 - $28.02

OPENING DATE: 03/16/16

CLOSING DATE: 04/01/16 05:00 PM

POSITION SUMMARY AND
JOB DUTIES:

This is a professional level Social Worker/Case Manager position with Rock County. The work involves acting as a member of a multi-disciplinary team in serving the clients and families of Rock County Human Services’ CPS Division in order to assure that children are safe and protected.

Respond to screened-in CPS reports and conduct initial assessments on families in order to assure that children are safe and protected, in conjunction with supervisory consultation.

- Through interviews of family/household members, collaterals, and other professionals, the worker completes a comprehensive initial assessment.
- Explain the initial assessment process to the family including the purpose of the interview(s) and any needed collaboration with other agencies (e.g., law enforcement, regulatory agency).
- Assess and analyze present and impending danger threats to child safety.
- Take action, when necessary, to control threats to child safety and engage families in providing protection for their children.
- Determine the need for CPS ongoing services (voluntary or court-ordered).
- Determine whether maltreatment occurred.
- Assist families in identifying community resources and make referrals.
- Identify children who may be subject to the Indian Child Welfare Act.
- Document all initial assessments within 60 days of receipt of report.

Identify families where children may be in need of court ordered protection and services in order to assure their safety.

- Prepare court documents to request and support CHIPS petitions.
- Attend Court hearings and provide testimony.

Perform CPS Access function which includes receiving, analyzing, and documenting reports of alleged child maltreatment. (The agency is required to accept reports from the community 24 hours a day, seven days a week. Rock County has an After-hours program that meets this requirement for reports received during non-regular business hours. This
position does require performing after-hours duties when there is no coverage available through the voluntary pool.)

- Gather information, interview reporters and determine what information is significant to the CPS Access purpose.
- Sufficient information should be gathered specific to Wisconsin Child Protective Services Access Standards to support the screening decision and urgency of response of each report. This includes identifying present danger and/or impending danger threats to child safety based on the analysis of information gathered.

**Miscellaneous duties:**

- Attend supervisory conferences, staff, team and department meetings.
- Attend in-services, mandatory trainings, staffings, and other meetings with supervisor's approval.
- May be assigned to participate in committees within the department, county or community to represent CPS.

**Performs other duties as assigned.**

Ability to understand and carry out verbal and written instructions.

Ability to plan and organize work effectively.

Maintain prompt and regular attendance.

Knowledge of the principles and practices of social work and its application.

Knowledge of federal and state laws, policies and practice standards pertaining to Child Protective Services, especially Wisconsin Chapter 48 statutes and Wisconsin CPS Access and Initial Assessment Standards.

Knowledge of current social and economic problems and ways in which these problems affect individuals and families.

Knowledge of human service/community resource types and how to effectively utilize them.

Ability to maintain accurate, current case records in computerized data information system and prepare clear and concise reports from them.

Ability to read and analyze detailed prior case records, organize thoughts, and write comprehensive case documentation.

Ability to establish and maintain effective working relationships within the agency and community.

**SUCCESS FACTORS (KSA'S):**

**JOB REQUIREMENTS, EDUCATION, TRAINING & EXPERIENCE:**

Bachelors Degree in social work or related field from an accredited four-year college or university.

CPS experience preferred, but not required.

Possession of a current unrestricted driver's license and auto insurance.

Bilingual skills preferred.
ESSENTIAL JOB FUNCTIONS
(PHYSICAL ELEMENTS, EQUIPMENT AND WORKING CONDITIONS):

Physical elements:
* General mobility, including occasional use of stairs
* Occasional bending, kneeling and reaching
* Lifting and carrying approximately 50 pounds, which may include young children &/or infant/child car seats
* Sitting, driving or standing for long periods of time

Equipment use:
* Telephone---frequently
* Computer---PC & keyboard at desk or portable laptop in the field for case documentation entry

Working conditions:
* Indoor--often
* Outdoor--rarely; primarily as a result of travel requirements to & from the office, client homes, schools, and other meeting sites in the community
* Cold temperatures---rarely; see above reference to travel
* Extreme heat--rarely; see above reference to travel
* Potential for contact with unpredictable and/or violent clients

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://agency.governmentjobs.com/rock/default.cfm

OUR OFFICE IS LOCATED AT:
51 S. Main Street
Janesville, WI 53545
(608) 757-5523
(608) 757-5520
humanresources@co.rock.wi.us

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Case Manager I/II - Social Worker Supplemental Questionnaire

* 1. How many years experience do you have in CPS?

* Required Question