**Children and Families, Department of**

**Child Welfare Regional Coordinator**

*Job Announcement Code(s): 16-03141*

**County(ies):** Eau Claire, Waukesha

**Classification Title: / JAC:** HUMAN SERVICES AREA COORDINATOR 16-03141

**Job Working Title:** Child Welfare Regional Coordinator

**Type of Employment:** Full Time (40 hrs/week)

**Salary:** The starting salary is between $22.47 and $30.00 per hour ($46,737 and $62,400 annually), depending on qualifications, plus excellent benefits. The pay schedule/range is 07-03. A twelve month probationary period is required.

**Contact:** Ashley Showers, Human Resources Spec - Adv, 608-422-6353, AshleyS.Showers@wisconsin.gov

**Bargaining Unit:** Non-Represented

**Area of Competition:** Open

**Deadline to Apply:** 11/30/2016

**Assessment Information:** 07570 - 058 HUMAN SERVICES AREA COORDINATOR

**Preview Assessment**

The Wisconsin Department of Children and Families, Division of Management Services is currently recruiting to fill two Child Welfare Regional Coordinator positions in the Bureau of Regional Operations located in **Waukesha, WI and Eau Claire, WI**. DCF offers great benefits, personal growth opportunities and work-life balance as a State of Wisconsin employee; and the intrinsic reward associated with serving the children and families of Wisconsin. Come see why DCF is such a great place to work!

DCF is committed to the important work of helping children, youth and families become safer, more secure and progress down the road to true independence. For more information about DCF, visit our website at [http://dcf.wi.gov/](http://dcf.wi.gov/).

**Position Summary:** Under the general supervision of the Regional Supervisor, this position provides administrative, program, and fiscal supervision and monitoring related to the child welfare, prevention and domestic violence (DV) programs operated by county departments of human or social services, tribal social service departments, and other contracted providers in the specified geographic region. The position is responsible to ensure local agency conformance with program requirements and assure effective high-quality services at the local level. The position provides contract management services, monitoring and evaluation services, technical assistance and related program support and coordination services to local agencies. The position monitors and evaluates local programs for compliance with state and/or federal laws, rules, policies and guidelines; monitors local agency achievement of program performance standards, plans and implements corrective action as needed to improve services; and coordinates with agencies to resolve customer and constituent concerns with services.

The position is assigned to the DCF Bureau of Regional Operations and works as a member of the regional office team to promote cross-system collaboration and service integration initiatives across DCF program areas of child welfare, child support, child care and W-2. The position works closely with the Division of Safety and Permanence (DSP) on the child welfare, prevention and DV programs.

For a complete copy of the position description, [click here](#).

**Special Notes:** Due to the nature of the position, all applicants who may be appointed may
be required to allow DCF to conduct a security background check to determine whether the circumstances of any conviction may be related to the job being filled.

**Qualifications:** Please ensure your resume and cover letter address the following requirements:

**Minimally qualified candidates will have:**

- Experience in child welfare services or related human services such as juvenile justice, mental health or substance abuse
- Experience monitoring compliance with program requirements and outcomes for clients
- Experience providing technical assistance or training to human service agency staff or contractors

**Well qualified candidates will have:**

- Experience with and/or understanding of the Wisconsin child welfare program, including program requirements and service delivery
- Experience interpreting program requirements including statutes, regulations and policies
- Experience using data reports to analyze caseload and agency performance

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to form and maintain positive working relationships with other agencies in the interest of quality human service delivery.
- Ability to write and speak clearly and effectively.
- Ability to work as a team member or facilitator utilizing team resources as needed and
appropriate.

- Knowledge of conflict resolution and negotiation techniques.
- Knowledge and skill in investigative and fact finding activity.
- Knowledge of principles of quality assurance and quality improvement.

**How To Apply:** If you haven’t already done so, you will need to create an account and apply online. **You must apply online to be considered for this position.** Application materials will not be accepted if received in an e-mail, as a hard copy or a fax.

After you are logged in and are viewing the announcement, click “Apply Now.” You will be asked to provide your personal information, attach a resume and cover letter, and the complete one assessment question, indicating your interest in consideration for this position. Online applications that do not include all of the requested materials will not be considered.

Submitted materials will be evaluated by one or more subject matter experts and qualified applicants will be invited to participate in the next step of the selection process.

The deadline to apply is **11:59 PM on November 30, 2016.** If you need assistance with the online application process, please contact Ashley Showers at 608-422-6353 or via email at AshleyS.Showers@wisconsin.gov.

Veterans with at least a 30% service-connected disability rating should contact the HR Specialist listed in this posting regarding eligibility for consideration under the non-competitive appointment process. Permanent classified state employees who are eligible for consideration (transfer, voluntary demotion, or former employees as a reinstatement) for a position assigned to Broadband Pay Schedule/Pay Range 07-03, should submit a cover letter and current resume to Ashley Showers via email at AshleyS.Showers@wisconsin.gov.