WALWORTH COUNTY invites applications for the position of:

HS Supervisor - Child Protective Services (Health & Human Services)

An Equal Opportunity Employer

**SALARY:** $29.31 - $38.10 Hourly

**OPENING DATE:** 08/25/16

**CLOSING DATE:** 09/29/16 05:00 PM

**POSITION SUMMARY:**
The Child Protective Services (CPS) Supervisor provides leadership, direction, and oversight to child protective services delivered by the Division of Children and Family Services. The CPS Supervisor is directly responsible for the supervision of employees who are in receipt of child abuse and neglect reports and who implement CPS investigations; case management; and clinical techniques to achieve the Division's overall objective of ensuring child safety, establishing permanency, returning children to a safe and stable environment, and providing quality services to children and their families. In collaboration with the HS Manager – Children & Families, this position has decision-making responsibility for child protection practice, external expert analysis, and the referral strategies implemented by clinical staff.

This position will create and implement management policies; assign and review work of staff; provide clinical supervision; and provide clinical support meetings on a bi-monthly basis. This position is responsible for coordinating child protective services with local agencies and courts; assuring compliance with state and federal laws, administrative rules and policies; planning and monitoring consultation services; and maintaining and reporting of program data.

**SUPERVISION**
This position directly supervises seven social workers including Human Service Specialist Is and contractual staff working in the Division of Children and Family Services, Child Protection Section.

**SCHEDULE**
Division: Children and Family Services
Days: Monday - Friday
Work Hours: 8:00 a.m. to 5:00 p.m.
Hours Per Shift: 8
Shifts Per Pay Period: 10
Position FTE: 1.00

Applications are being accepted from current County employees as well as members of the public.
**The creation and filling of this position is subject to Human Resources Committee and County Board final approval.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
*This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

- Provide leadership and expert oversight in child protective services, which includes: access; initial assessment; and safety intervention.

- Provide individual and group supervisory meetings and leadership to CPS workers and clinical staff.

- Assign and monitor the documentation, case work, and clinical practice of assigned staff; oversee the development of safety and protective plans.

- Assist in the coordination and implementation of strategies and procedures that monitor and ensure compliance with state and federal laws; Wisconsin Safety Intervention Standards, Access and Initial Assessment Standards; and Wisconsin administrative rules and policies including Chapter 48 and 938.

- Provide case review oversight and submittal of state paperwork for all Wisconsin Act 78 incidents per state statutes.

- Provide support to staff including attendance at court hearings, family team meetings, individual educational planning meetings, and other meetings.

- Develop, monitor, and provide oversight to child protective services delivery protocols and guidelines related to safety, permanency, and children's well-being.

- Develop, plan, coordinate, and implement child protective services trainings, which focus on safety, investigative practice, and children's well-being for CPS staff.

- Coordinate and provide oversight for new employee orientation and in-service training for each employee, which includes Core Child Welfare Training.

- Work closely with the HS Manager – Children and Families on staff development, task delegation, and training to ensure that grant goals and objectives have been met.

- Interface regularly with outside agencies regarding safety, permanency, child well-being, and case planning.

- Take part in ongoing staff development and training to increase knowledge and enhance professional development.

- Prepare and maintain necessary reports, including monthly service delivery summaries.

- Liaison with community partners on child protection issues to include: law enforcement; schools and other community agencies; District Attorney's Office; Child Advocacy organizations; and the County’s Corporation Counsel's office.

- Coordinate and collaborate on the collection of statistical data and other information to meet regional, state, and federal reporting requirements.

- Obtain and implement thorough knowledge of eWISACWIS including all aspects of Child Protection, which includes Access, Initial Assessment, Permanency Plans, and court
reports.

Assist the HS Manager – Children and Families in the monitoring and development of the division’s budget.

Demonstrate the ability to utilize cultural competency to understand, communicate with, and effectively interact with consumers, peers and other individuals across cultures, focusing on understanding and respecting the strengths of the consumer including their heritage, cultural beliefs, values, and learning styles.

Participate in on-call rotation of after-hours supervision for Child Protection and Child Welfare Services in compliance with Chapter 48 and 938 of the Wisconsin Administrative Code.

Demonstrate a commitment to county safety and risk management efforts.

Other duties as assigned.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**
Master's degree in social work or a related field with four years of experience in child protective or child welfare services required. Proven knowledge of child abuse and neglect; child and family services; and mental health systems. Must demonstrate analytical skills to address complex investigative activities.

Previous supervisory experience is preferred. Bilingual in Spanish is preferred. Proven experience in ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals as well as ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Knowledge of Trauma Informed Care Principles is essential.

**Certificates, Licenses, Registrations**
Valid Wisconsin driver license.
Proof of minimum liability auto insurance coverage.
Juvenile Court Intake Worker certification preferred.
Child and Adolescent Needs certification preferred.
Wisconsin Social Worker, Advanced Practice Social Worker, Independent Social Worker, or Licensed Clinical Social Worker required at time of hire.

**Interactions and Communications**
Provides specialized information and/or recommendations to others regarding an area of expertise. This may include law enforcement agencies, hospitals, community agencies, schools, and/or the general public.

**Decision Making**
This position has authority to make decisions that are consistent with policies and precedents; supervision and managerial direction is available as requested. These decisions directly impact performance in the job and/or the work unit within the department and information is provided with additional research and observations which contributes to the decision making process.
Thinking and Problem Solving
In relation to established procedures, protocols and policies of the County, challenges and problems occurring in this position must be addressed within broader, department-wide procedures and practices.

Tools & Equipment Used
Telephone              Personal Computer
Calculator              Copy Machine
FAX Machine

WORK ENVIRONMENT  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SELECTION PROCESS:
TO INCLUDE
Formal Walworth County Electronic Application
Education & Experience Review
Verification of Driver License
Verification of State Licensure
Oral Department Interview
Reference Check
Background Check
Post Offer Medical Exam
Drug Screen

Other job related tests may be required.
* 1. Do you have a valid driver's license?
   - Yes
   - No

* 2. Please indicate below your highest level of education completed.
   - No High School Diploma/GED
   - High School Diploma/GED
   - Some College/Tech School
   - Associate's Degree
   - Bachelor's Degree
   - Master's Degree
   - Doctoral Degree

* 3. If you answered yes to holding a degree, please list what area your degree is in (i.e. Accounting, Engineering, etc). If you do not hold a degree, please put "N/A" below.

* 4. Please indicate the number of years of experience you have in child protective or child welfare services.

* 5. Do you currently hold certification in the state of Wisconsin as a social worker, advanced practice social worker, independent social worker or licensed clinical social worker? If yes, please indicate which certification you hold. If no, please indicate "N/A."

* 6. Do you have supervisory experience?
   - Yes
   - No

* 7. Are you bi-lingual in Spanish?
   - Yes
   - No

* 8. Do you hold your Juvenile Court Intake Worker certification?
   - Yes
   - No

* 9. Do you hold your Child and Adolescent Needs certification?
   - Yes
   - No

* Required Question