Make a difference in the life of a child! If you are interested in a fulfilling career, then you need to consider this opportunity! The Department of Children and Families has Initial Assessment Specialist vacancies in the Division of Safety and Permanence/Bureau of Milwaukee Child Welfare (BMCW) in Milwaukee. The Department will provide extensive training in the area of child protective services. Help us with our mission to lead the nation in fostering healthy, self-reliant individuals by focusing on strengthening families, promoting community responsibility and protecting those that are vulnerable.

View this video - please copy and paste into your internet browser:

mms://media.dwd.state.wi.us/BMCW_Recruitment_Video/BMCW_Recruitment.wmv
For information about benefits available to State of WI employees, please visit [http://etf.wi.gov/members.htm](http://etf.wi.gov/members.htm).

We have several full-time **Initial Assessment Specialist** openings on day shift and evening shift. Day shift actual hours are 8 am – 5 pm, Monday-Friday. Evening shift actual hours are 2:00 pm - 11:00 pm, Monday-Friday. Individuals hired from this recruitment will be required to complete a comprehensive training course provided by the Department of Children and Families. This training will be held from 8:00 am to 5:00 pm for the first four months of employment. The first training course for those hired from this recruitment will begin on September 22, 2014.

The register created from this exam may be used to fill Initial Assessment Specialist positions in the Bureau of Milwaukee Child Welfare for the next six months.

**Job Duties:**

This position will include conducting assessments of alleged child abuse and neglect, which includes interviews with all household members and home visits to gather information about the presenting situation/alleged maltreatment, child functioning, adult functioning, disciplinary practices, general parenting practices and family functioning. This position may provide consultative services, intervention, and treatment services to clients and members of their families to aid them in achieving a more satisfactory adjustment of their specific problems or situation. The Initial Assessment Specialist also prepares written and oral testimony for Children's Court appearances; and maintains current documentation on caseloads. This position works in close cooperation with other social service agencies, hospitals, clinics, courts and community resources in planning to meet the needs of children and families and assist them in utilizing these resources. The incumbent may perform in an advisory capacity to other professional staff in specialized areas through participation in conferences and meetings for purposes of assessment, diagnosis and safety decision making. This position is required to participate in 24-hour on-call rotation to ensure continuous provision of access and initial assessment services.

For a complete position description, please [click here](#).

**Special Notes:** Due to the nature of these positions, an extensive background check will be conducted as part of the hiring process. Possession of or eligibility to obtain a valid Wisconsin Driver's License and ability to meet the minimum State Department of Administration fleet standards.

This position’s responsibilities include conducting home visits, which requires the ability to navigate a variety of residences.

The requirements of this position require the ability to walk up and down stairs, stoop, bend, reach, kneel, squat, and to lift and carry young children (up to 40 lbs.).

Initial Assessment Specialists may be required to work additional hours, as needed.

**Veterans are encouraged to apply.** Qualified veterans with a 30% or more service connected disability are eligible for non-competitive appointment to permanent positions in classified civil service under s. 230.275, WI Stats. Ask the HR contact listed in this announcement for information on how to apply under this provision.

**Job Knowledge, Skills and Abilities:**

Knowledge and application of family systems theory, child and family development, crisis intervention theory and the
dynamics of child abuse and neglect with a strength based approach to working with children and families. Knowledge of and
skill in the application of the principles and practices of applicable professional code of ethics. Ability to identify and recognize
changes in human behavior including non-verbal and verbal cues. Ability to maintain accurate, current case record
documentation and prepare clear, concise reports based on documentation of case information and practice. Ability to handle
crisis and stressful situations that involve the well-being and protection of children and families as well as individual personal
safety (both physical and mental). Ability to establish and maintain effective working relationships within the agency,
contracted partner agencies, other social service agencies, courts, schools, public officials, professionals, and the community.
Ability to work with a culturally diverse population. Ability to plan and organize work in an effective and timely manner.
Knowledge and proficiency in the use of computers, internet searches, social media, smartphone devices and other software
packages (e.g., Word, Excel, Outlook, etc.). Skill in the interpretation and application of training, instructional and procedural
materials.

**How to Apply:** You must [apply online at http://wisc.jobs/public/index.asp](http://wisc.jobs/public/index.asp) to be considered for this position.