NOTICE OF JOB VACANCY

TO: All County Employees

FROM: Shane Schuhmacher, Director

DATE: October 13, 2016

RE: Available Position – Child Abuse & Neglect (CAN) Investigator/Case Manager

The Lafayette County Human Services Department is hereby posting this notice of position availability for a Child Abuse & Neglect (CAN) Investigator/Case Manager position. This is a full-time position. A copy of the job description is available upon request.

This vacancy shall remain posted in the County system for a period of seven (7) working days. Anyone wishing further information may contact Lafayette County Human Services at (608) 776-4800.

To apply, go to Wisconsin Job Network Quick Link on the Lafayette County Website: www.co.lafayette.wi.gov/ by Monday, October 24, 2016.

For questions, please contact Kristine Brunckow, Executive Secretary, Lafayette County Human Services, 15701 County Road K, Box 130, Darlington, WI 53530, 608-776-4800

Posted: K. Brunckow
October 13, 2016

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Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.
Lafayette County

Position Classification/
Pay Grade: Social Worker II

Department: Human Services

Job Title: CAN Investigator/Case Manager

Reports to: Family Services Unit Manager

Supervises: N/A

Position Purpose: Conducts initial assessments in compliance with Wisconsin Investigative Standards and agency policy. Provide case management to CHIPS, JIPS, and Delinquency cases.

Essential Position Responsibilities:

With appropriate supervision from Family Services Manager, will perform the following:

- Perform all phases of child abuse and neglect investigations.
- Document investigation and case information in eWiSACWIS.
- Interview, assess, and evaluate individuals and families who present themselves for on-going services.
- Serve as case manager for purpose of developing social/human service plans for those clients to whom he/she has been assigned.
- Provide crisis and emergency counseling and intervention on behalf of all agency population groups as a member of the agency’s on-call network.
- Provide outreach, aftercare, follow-up, and community liaison where appropriate.
- Provide professional consultation and community education programs upon request.
- Participate in continuing education and perform other duties as assigned by administrative personnel.
- Ability to work flexible hours.

Position Requirements:

- Graduation from an accredited college with a degree in social work or other related field of study, and/or the equivalency in training and work related experience.
- A minimum of two years work-related experience, preferably involved in association with a family-based social/human services program.
- Knowledge of and experience with Chapter 48 and 938 and Family Systems theory.
- Social Worker Certificate preferred but if not certified, process to be started and completed within 18 months of employment.
- Human growth and behavior with special emphasis on family systems, abuse, and neglect.
• Current social and economic problems and the manner in which these problems affect children and families.
• Knowledge of available services for children and families.
• Laws, regulations, and practices pertaining to federal and state social/human services programs.
• Approved social work principles, methods, and practices.
• Valid driver’s license and is subject to county and agency policies.
• Must have excellent computer skills, including but not limited to Microsoft Windows NT Workstation, Microsoft Office (Word, Outlook, Excel, etc.)
• Expectation to participate in after hours On-call duties.

**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 required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

**Work Environment:**
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**DISCLAIMER CLAUSE:**
Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements.