LANGLADE COUNTY DEPARTMENT OF SOCIAL SERVICES

POSITION CLASSIFICATION AND DESCRIPTION
Social Worker- Masters
June 12, 2014

Non-Union Position, 37.5 hours per week
Department: Social Services
Reports to: Children and Family Services Unit- Social Work Supervisor
Salary: $23.06 to $27.37

Summary:
Assesses clinical needs and coordinates appropriate services to individuals, couples, groups, and families, through the provision of counseling, psycho-education, development and monitoring of interdisciplinary treatment plans. May provide community outreach, education and consultation regarding clinical issues. Prepares documentation for hearings. Provide community assessments for child abuse and neglect cases following Wis. State Statutes and Standards. Provide on-going services to families with unsafe children. Provide after hours Chapter 48 and 938 emergency access. Provide Juvenile Court Intake services. Provide and oversee provision of family preservation services (up to 20 hours per family per week) and intensive in-home services (2-3 hours per family per week) to families when child abuse and neglect have been identified and children are unsafe. Document all case contacts within the eWISACWIS State reporting system.

Essential Duties and Responsibilities:
Serves as liaison with consumers/patients, families, referral sources, community agents and others regarding services as needed; obtains and provides accurate and timely reports of consumer/patient status, progress and needs.

Achieves engagement and conducts psychosocial histories and clinical assessments of need, including determining the need for court ordered treatment and facilitating court processes accordingly.

Facilitates and participates in the development and delivery of outcome oriented treatment plans and modalities including participating on interdisciplinary treatment teams and providing individual patient or group psychotherapy and family psycho-education as needed.

Coordinates treatment/program admission and discharge planning, demonstrating collaboration with consumer/patients, their support networks, other department staff, and alternative treatment resources as needed to assure access to necessary living arrangements, clinical and other care.

Complies with applicable county, state and federal guidelines related to the provision of treatment and maintains accurate and timely documentation according to applicable requirements, codes, policies and standards.

Identifies the need for and assists in the planning and development of additional or revised treatment approaches and services as necessary.

Assumes responsibility for and participates in activities which assure evidence based practice and further professional growth and development.
Attends and positively contributes to staff meetings and department performance overall.

Attends in-service and outside agency training sessions as appropriate.

Attend and participate in supervisory conferences, in-service training and related meetings.

Participate in section, agency, and interagency team projects.

Maintains the confidential nature of client and business information.

Complies with the Human Services and/or Community Treatment Center policies.

Conduct timely assessments for cases referred to the Department as result of physical abuse, sexual abuse, emotional abuse, physical neglect and medical neglect as well as other potentially life-threatening situations.

Ensure safety of children through in-home safety services, as needed, whenever possible.

Closely coordinate assessments with law enforcement and judicial system.

Document all of the above activities according to Wis. State reporting system requirements in the eWISACWIS system.

Provide on-going services to families referred as a result of safety concerns during the assessment process.

Conduct and complete family assessments and coordinate formal and informal case plans.

Develop short-term and long-term goals and safety plans to ensure for child safety. Provide case management services which include Family Preservation techniques.

Provide emergency (after hours/pager) Juvenile Court Intake Services under Ch. 48 and 938.

Respond to family’s crisis by phone or in person in order to keep children safe and in the home.

When necessary, take children into temporary custody, as needed, to ensure for safety.

Train and teach parents/caretakers basic parenting skills so as to reduce safety concerns for children.

Provide agency access according to Wisconsin State Statutes and Access Standards.

Show an understanding, respect and practice within cultural context of family’s experience and history.

Maintain Social Worker certification with the Wisconsin State Department of Regulation and Licensing.


Display an ability to work with families who may not want services. Engage families, agencies and other community systems in partnerships. Maintain collateral contacts and participate in multidisciplinary treatment teams as needed for each family. Prepare cases with recommendations for treatment from presentation at interdisciplinary staffings and court.
Complete custody studies, step-parent adoption studies and other court investigation as assigned.

Performs related functions 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.

Licenses and Certification:

Valid Wisconsin Driver’s License.
Certified Social Worker or Licensed Professional Counselor required.

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary.

**Education and/or Experience:**

Master’s Degree in Social Work, Psychology, Counseling or closely related field required. One year of experience in Child Welfare/Juvenile Justice or AODA/mental health field, with experience in crisis intervention preferred.

**Knowledge, Skills and Abilities:**

Knowledge of Child Abuse and Neglect dynamics and treatment and supports available.

Knowledge of alcohol and other drug abuse dynamics, programs and treatment methodology.

Knowledge of applicable laws (Chapter 48 and 938) and related court procedures.

Knowledge of community human services resources and utilization.

Ability to assess clinical needs in the areas of mental health and addiction disorders and determine treatment needs.

Ability to form positive relationships and engage consumers/patients and their families in treatment approaches.

Ability to establish and maintain effective working relationships with other staff and the public.

Ability to be decisive and to make sound decisions under the pressure of crisis or emergency situations.

Ability to work independently.

Ability to maintain emotional stability in stressful working situations.

Ability to accept and constructively use criticism.

Ability to communicate effectively both orally and in writing.

Ability to maintain records and reports timely and accurately.
Ability to use independent judgment in decision making.

Ability to work the required hours of the position.

**Technological Skills:**

Telephone, telephone headset, Smart board, copy machine, calculator, dictation equipment, typewriter, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

**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.

Over 85% of the time is listening and conducting office related activities talking, sitting, writing, reading or visually observing. About 15% of the time is spent standing, walking, reaching, and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

**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.

Over 95% of work done inside. In about 10% of the time situation develop where this position may be at risk of verbal and/or physical attack or injury from clients. In unusual situations, situations of temperature changes, noxious odors and poor ventilation may exist.

**Disclaimer:**

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment to be proper.

Langlade County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.