POSITION: PROGRAM SUPERVISOR-CPS ONGOING

DEPARTMENT: HUMAN SERVICES - CHILD PROTECTIVE SERVICES TEAM

SALARY: $61,726-$68,053/YR.

POSITION PURPOSE:
SUPERVISES A TEAM OF PROFESSIONALS AND PARA-PROFESSIONALS PROVIDING ASSESSMENT, TREATMENT, CASE MANAGEMENT AND COURT RELATED SERVICES TO CHILDREN AND FAMILIES OF WINNEBAGO COUNTY. THE FOCUS OF THIS POSITION IS ON SERVICES PROVIDED TO ABUSE/NEGLECT FAMILIES AND CHILDREN.

POSITION IN ORGANIZATION:
REPORTS TO THE CHILD WELFARE SERVICES DIVISION MANAGER.

PERSONNEL:
PROVIDES DIRECT SUPERVISION TO SEVEN SOCIAL WORK STAFF.

MAJOR DUTIES:
1. Provides clinical supervision and consultation with staff regarding case assessment and treatment, planning, and evaluation with oversight regarding juvenile court interventions and out-of-home placement decisions.
2. Supervises team staff assuring timely case assignment, client contact, case planning, documentation, and reporting to the point of case closure.
3. Interviews, selects, and trains new team staff, and on an ongoing basis provides staff training and direction relative to assessment skills, case management practice, individual and family counseling, AODA services and knowledge, court services, and community resources.
5. Completes written evaluation of each team member as required, setting measurable standards and goals for employees.
6. Participates in developing, planning, monitoring/assessing, and implementation of agency programs and contractual services, including grant writing as required.
7. Assists with team and division annual budget preparations.
8. Reviews and authorizes invoices and services provided to families and paid for by the Department.
9. Collaborates with local and regional service providers and organizations to enhance service delivery to consumers, and represents agency on local, regional, and state committees.
10. Participates as a member of the larger management team responsible for quality, cost-effective services and is responsible for supporting and facilitating agency and county management decisions regarding programs and staff.
11. Is part of the Child Welfare supervisor group provides supervisory oversight/authorization regarding TPC placement decisions outside regular office hours.
12. Performs other related duties as assigned.

PRINCIPAL ACCOUNTABILITIES:
1. Ensures the timely implementation of policies and procedures with self and subordinates relating to federal, state, and local laws and mandates, county operating regulations and professional social work practice.
2. Ensures the timely provision of quality services that are effective and efficient.
3. Ensures that staff training, knowledge, and work performance are a part of the staff evaluation process.
4. Ensures that all case related information is documented as required and disseminated as needed and that problems with such are resolved within a reasonable timeframe.
5. Ensures that confidentiality regarding clients and other business is maintained at all times.
6. Ensures that subordinates work in a cooperative and productive manner with other community programs and professionals.

KNOWLEDGE, SKILLS AND ABILITIES:
1. Minimum of a BSW with supervisory experience. MSW with supervisory experience is preferred. Must be Social Worker state certified per Chapter 457.
2. Experience and/or training in case management and treatment of families, experiencing abuse/neglect, delinquency or other social problems.
3. Working knowledge of court procedures and practices according to Wisconsin Statute Chapters 48 and 938.
4. Working knowledge of the Wisconsin Child Protective Services Standards and basic computer skills to review and document case activity within the state’s child welfare computer system (WiSACWIS).
5. Working knowledge of and experience in providing Trauma Informed services to families and children.
6. Ability to accept and utilize directives given by upper management while working within an agency team structure.
7. Ability to work cooperatively and effectively with agency staff and community resources.
8. Ability to understand, accept and carry out Winnebago County Department of Human Services Policies and Procedures.
9. Excellent communication skills and organizational skills.

**PHYSICAL REQUIREMENTS:**
1. Must have the capacity to access second and upper floors in private homes, for purposes of providing services to or taking applications from disabled or homebound clients and field supervision.
2. Must have the capacity to perform work in a sedentary position.

**SPECIAL REQUIREMENTS:**
1. Must have the capacity to freely move in the community (such as through possession of a valid Wisconsin Driver’s License, or other means) including access to a vehicle.
2. Must produce evidence of meeting or exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance (currently 100,000 for each person for bodily injury, $300,000 for each occurrence for bodily injury, and $50,000 for each occurrence for property damage).
3. Ability to work unusual hours to provide staff oversight/support or to complete assignments.
4. State Social Worker certification by the State of Wisconsin per State Statute 457.

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for Departmental Transfer/Position Change form. Other parties interested in applying for this position will need to complete the Winnebago County Application for Employment. The deadline to apply is September 16, 2016.