**POSITION:** SOCIAL WORK SPECIALIST

**DEPARTMENT:** HUMAN SERVICES – JUVENILE JUSTICE TEAM: NEENAH OFFICE

**SALARY:** $23.82 - $28.06/HR.

**POSITION PURPOSE:**
TO SERVE AS A FIXED POINT OF RESPONSIBILITY FOR THE DEPARTMENT AS IT RELATES TO YOUTH AND FAMILIES. THIS POSITION PROVIDES CASE MANAGEMENT SERVICES ALONG WITH SPECIALIZED SOCIAL WORK TREATMENT AND INTERVENTION SERVICES TO YOUTH AND FAMILIES TO ASSIST THEM IN ESTABLISHING AND MONITORING A LEVEL OF SATISFACTORY FUNCTIONING IN THE COMMUNITY. EMPHASIS WILL BE WORKING WITH JUVENILES AND THEIR FAMILIES.

**POSITION IN ORGANIZATION:**
REPORTS TO HUMAN SERVICE PROGRAM SUPERVISOR – JUVENILE JUSTICE TEAM - NEENAH OFFICE.

**MAJOR DUTIES:**
Duties/ responsibilities of the position may include but may not necessarily be limited to the following:

1. In collaboration with the youth, family, school, and other service providers, the worker completes an assessment of the youth and family strengths, needs, and safety and risk factors.
2. Develops, implements, monitors, and modifies, as needed, the case plan in collaboration with the youth, family, school, and other service providers.
3. Utilizes a family systems approach when working with families, and effects change through a strength-based approach that utilizes and enhances the family’s natural, informal supports.
4. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
5. Knowledge and/or interest in Trauma Informed Care principles and practices, and a strong commitment to fostering a positive, healthy work culture.
6. Demonstrates effective communication and engagement skills that foster collaborative relationships with families, thereby expanding the opportunities for youth to successfully meet their supervision rules and conditions in meaningful ways.
7. Provides teaching, training, counseling – either directly or by referral – to youth and families through a variety of social work and crisis intervention services.
8. Provides dispositional and other reports to the circuit courts within the appropriate timeframes, and professionally represents the Department in court proceedings pertaining to the youth and families.
9. Develops and carries out permanency planning activities in accordance with agency, State, and Federal policies and regulations. Such activities include, but are not limited to: developing written permanency plans, preparing required documentation for permanency plan reviews and participating in these reviews semi-annually for each youth in out of home care, maintaining required face-to-face contact with consumers and care providers, and developing Independent Living (IL) Transition Plans and overseeing the progress that IL-eligible youth make on achieving their IL goals.
10. Works cooperatively as a team-oriented member of the Child Welfare Division of Human Services assisting co-workers with their duties, and participating in collaborative efforts
internally and outside of the agency.

11. Is responsible for timely case record maintenance, including paperwork required by the State of Wisconsin, Federal Government, or written Departmental policies, and computerized documentation required in the WiSACWIS statewide database.

12. Attends required training through DCF, as well as other training relevant to the position. Throughout the course of employment with WCDHS, completes the required number of training hours to continuously maintain “Social Worker” certification in the state of Wisconsin.

13. Holds youth accountable for their behavior in accordance with the rules and conditions of their supervision, which may include having the youth perform supervised community service, adjusting their treatment plan, or serve short-term sanctions in shelter care or secure detention.

14. Performs other related duties as assigned.

**PRINCIPAL ACCOUNTABILITIES:**

1. Provides supportive services for the client and family—either directly and/or by referral—to address their social, educational, personal, financial, and health problems.
2. Ensures that confidentiality regarding consumers and other business is maintained at all times.
3. Ensures compliance with federal, state, and county mandates.
4. Ensures that paperwork and computerized documentation is completed correctly and in compliance with required timeframes.
5. Ensures that consumers are treated courteously and respectfully at all times, and provides or refers for needed services.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Per State Statute Chapter 457 – Full certification or licensure as a Social Worker, Advance Practice Social Worker, Independent Social Worker, or Independent Clinical Social Worker or certified/licensed as one of the above within one year of hire. A Social Worker Training Certificate per State Statute Chapter 457 does not meet this qualification.
2. Bachelor’s Degree required, BSW/MSW preferred. Degrees outside the Social Work degree must be in a related field that identifies education and learning that encompasses communication and person engagement skills, assessment of child and family strengths and needs, and service coordination skill development.
3. Experience or training in child welfare preferred.
4. Working knowledge of State Statutes 938, 48, 51 & 55, and knowledge relative to mandated duties of protective service staff.
5. Thorough knowledge of resources and their availability and application to youth and families with identified problems.
6. Working knowledge and understanding of Trauma Informed Care, as well as having a family systems approach and strength-based approach in working with families.
7. Ability to gather information, organize facts, and communicate effectively both verbally and in writing.
8. Ability to thoroughly assess the youth and family strengths, needs, and safety and risk factors with sensitivity to their past traumatic experiences, and incorporate these into an appropriate case plan that is developed in partnership with families.
9. Has a working knowledge of adolescent development and utilizes a dynamic, encouraging, and creative approach to motivate youth to make amends for the harm they have caused others.
10. Ability to work within the agency structure and to accept constructive supervisory and/or consultative help.
11. Ability to establish and maintain effective teaming relationships with fellow employees,
12. Possession of basic computer skills with the ability to utilize computer programs to document and track case activity.
13. Knowledge and application of effective, professional writing skills including grammar, punctuation, and spelling.
14. Ability to effectively address and resolve conflict and to manage stress in a professional manner.

**PHYSICAL REQUIREMENTS:**

1. Must have the capacity to freely move in the community (such as through possession of valid driver's license or other means) including access to a vehicle.
2. Must have the capacity to access second floors (or higher) in homes and buildings, for purposes of providing services to disabled or homebound consumers.

**SPECIAL REQUIREMENTS:**

1. 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).

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 November 9, 2016.