JOB POSTING

POSITION: SOCIAL WORKER

DEPARTMENT: HUMAN SERVICES – CPS INITIAL ASSESSMENT TEAM: OSHKOSH OFFICE

SALARY: $23.82 - $28.06/HR.

POSITION PURPOSE:
INVESTIGATES CHILD ABUSE/NEGLECT REPORTS. ASSESSES SAFETY AND RISK REGARDING MALTRTREATMENT OF CHILDREN. PROVIDES CASE MANAGEMENT SERVICES, SOCIAL WORK INTERVENTIONS, AND INFORMATION AND REFERRAL SERVICES FOR FAMILIES AND CHILDREN.

HOURS OF WORK: MONDAY THROUGH FRIDAY, 8:00 AM TO 4:30 PM, WITH ADJUSTMENT BASED ON CLIENT NEED AS NEEDED.

POSITION IN ORGANIZATION:
REPORTS TO CHILD WELFARE PROGRAM SUPERVISOR – CPS INITIAL ASSESSMENT TEAM.

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

1. Provides child and family assessment to determine comprehensive needs for services as well as safety risk factors, of families according to investigation standards. Monitors protective and safety plans until case closure, or until transfer to an ongoing CPS worker.
2. Responds in accordance with State, Federal, and/or County mandates on all referrals for child abuse and neglect.
3. Provides information and training for schools, agencies, and other organizations regarding child abuse and abuse reporting laws.
4. Assists the referred client through crisis situations.
5. Makes referrals for court involvement in appropriate situations and provide professional court testimony related to assigned cases.
6. Advocates on behalf of youth and families when appropriate to help improve stability and quality of family life.
7. Maintains appropriate records in SACWIS/paper documents according to unit and agency policy on all assigned cases.
8. Enhances performance in program areas through further education and service training opportunities.
9. Locates appropriate community resources and refers clients as needed.
10. Performs other related duties as assigned by supervisor.

PRINCIPAL ACCOUNTABILITIES:
1. Ensures that supportive services for child safety and family needs including health, financial, social, educational, and personal problems are provided to the consumers.
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 is completed efficiently and in a timely manner so that consumer services are not delayed.
5. Ensures that consumers are treated courteously and provided or referred for needed services.

KNOWLEDGE, SKILLS AND ABILITIES:
1. Certification as a Social Worker, Advanced Practice Social Worker, Independent Social Worker, Independent Clinical Social Worker within one year of hire.
2. Bachelor's Degree required, BSW and additional training or experience in child welfare preferred.
3. Possession of a good working knowledge of Chapter 48 - Children's Code, and Chapter 948- Crimes Against Children Code.
4. Considerable knowledge of early childhood development, underlying causes of family dysfunction, and family systems theory.

5. Thorough working knowledge of state investigation standards, and ongoing standards as they apply to the point of case assignment to an ongoing social worker.

6. Provides trauma informed case management services that encompass a family-focused strength-based approach.

7. Ability to work cooperatively and effectively with agency staff, law enforcement, school personnel, and other community resources and follow Winnebago County Department of Human Services policies and procedures.

8. Ability to gather information, organize facts, and communicate effectively both verbally and in writing.

9. Good organizational skills and follow through.

10. Ability to accept and utilize supervision and directives while working within an agency team structure.

11. Possession of basic computer skills with the ability to utilize computer programs to document and track case activity.

12. Ability to work flexible hours when necessary for the performance of job responsibilities.

13. Ability to thoroughly assess 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.

14. Must be able to type at least 25 words per minute

**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 in private homes, for purposes of "providing services to" or "taking applications from" handicapped or homebound clients.

**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).

**Signature:**

MICHAEL J. COLLARD
Human Resources Director
Winnebago County Courthouse
August 18, 2016

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 1, 2016.