JOB POSTING

POSITION: SOCIAL WORK SPECIALIST

DEPARTMENT: HUMAN SERVICES – ON-GOING CHILD PROTECTIVE SERVICES 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 CHILDREN AND FAMILIES. THIS POSITION PROVIDES CASE MANAGEMENT SERVICES ALONG WITH SPECIALIZED SOCIAL WORK TREATMENT AND INTERVENTION SERVICES TO CHILDREN AND FAMILIES TO ASSIST THEM IN ESTABLISHING AND MAINTAINING A LEVEL OF SATISFACTORY FUNCTIONING IN THE COMMUNITY. EMPHASIS WILL BE WORKING WITH ABUSE/NEGLECT FAMILIES.

HOURS OF WORK: MONDAY THROUGH FRIDAY 8:00 – 4:30, WITH ADJUSTMENTS BASED ON CLIENT NEED, AS NEEDED.

POSITION IN ORGANIZATION:
REPORTS TO HUMAN SERVICE PROGRAM SUPERVISOR – ON-GOING CHILD PROTECTIVE SERVICES TEAM-NEENAH OFFICE.

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 via an established tool(s).
2. Serves as a fixed point of responsibility for the Department as it relates to children and families. Provides case management services, monitor and aggressively coordinate the mutual interests of clients and various agencies providing services to children and families, including information and referral services and the convening of case staffings among multiple agencies.
3. Monitors and modifies safety, ongoing, and aftercare social service plans for effectiveness to assist children and families in overcoming individual and family problems. Plan reviews can include permanency planning requirements as needed.
4. Provides crisis intervention and related supportive services to assigned child and family cases.
5. Researches and refers assigned child and families to needed services both within the agency and with outside providers.
6. Prepares and provides dispositional and other reports to the circuit courts and represents the Department in court proceedings pertaining to assigned children and families.
7. Develops specific written treatment plans and personally implements with providers for children in care. This includes direction to the providers regarding what is required of them to assist the family and the child. Also includes addressing plans for visitation with the biological families, advocating for services from the school setting, and other scheduled services.
8. Serves as a problem-solver between providers, clients and the Department regarding plan implementation and crisis/conflict resolution.
9. Works cooperatively in a team-oriented manner as a member of the Child Welfare Division, assisting co-workers with their duties, and participating in collaborative efforts internally and outside the agency.
10. Is responsible for case record documentation and maintenance, including such paper items as are required by the State of Wisconsin, Federal Government, or written Department policy.
11. Performs other related duties as assigned.

PRINCIPAL ACCOUNTABILITIES:
1. Ensures that supportive services for safety, financial, health, family, social, educational, and personal problems are provided to the client.
2. Ensures that confidentiality regarding clients 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 client services are not delayed.
5. Ensures that clients are treated courteously and provided or referred for needed services.
**GENERAL QUALIFICATIONS:**

1. Per State Statute 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. Possess good working knowledge of Chapter 48, the Children’s code.

4. Thorough knowledge of resources and their availability and application to children and families given identified problems.

5. Working knowledge and understanding of "family systems" approach in working with families.

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

7. Ability to make social diagnosis and to develop and initiate appropriate social casework treatment, with a trauma informed approach.

8. Working knowledge of childhood development and adolescent problems.

9. Ability to work within the agency structure and to accept constructive supervisory and/or consultative help.

10. Ability to establish and maintain effective working relationships with fellow employees, clients, volunteers, public service providers, and the general public.

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

**SPECIAL 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.

3. 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 22, 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 6, 2016.