POLK COUNTY (WI)invite applications for the position of:

Social Worker Children & Family Services
(Long-term Services)

**SALARY:** $46,410.00 /Year

**OPENING DATE:** 03/01/16

**CLOSING DATE:** 03/15/16 11:59 PM

**DESCRIPTION:**

Full-time Position - Averages 37.5 hours per Week

**Summary:** The Social Worker will have specific responsibilities related to children with long term support needs. Duties could include, but are not limited to the following: assessment, case planning, support to children and families, education, documentation, collaboration within the Department and outside the Department, referral, case management, and resource development/support.

**DUTIES/RESPONSIBILITIES:**

**Essential Duties:** These duties represent the typical duties and responsibilities assigned to this position but may not be inclusive of all tasks performed.

1. Knowledge of and adherence to federal, state and county statutes, policies and procedure applicable to the practice of social work in Children’s Long Term Support Waiver and Children’s Community Options Program.
2. Knowledge of and adherence to the ethics and practice standards applicable to area of social work.
5. Assuring proper application of program funds based upon working knowledge of allowable expenses and close collaboration with fiscal staff.
6. Fulfilling required contacts with clients via face-to-face appointment, home visits, collateral phone calls, and/or other allowed modes.
7. Determine and provide service needs in collaboration with families.
8. Make referrals as warranted.
9. Attendance at and appropriate participation in staff meetings, supervision sessions, In-service training and required staff development activities.
10. Works cooperatively with agency staff and personnel from other agencies.
11. Completes documentation on a timely basis in accordance with agency policy, practice standards and/or state and county requirements.
12. Represents the Community Services Department in a positive manner through provision of educational presentations, provision of public information, and other professional community interaction.

**Marginal Duties and Responsibilities:** Other duties as assigned and general office back-up and support.

**Supervisory Responsibilities:** None

**QUALIFICATIONS:**

**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 essential functions.

**Education/Experience:**

1. Bachelor’s Degree in Social Work or closely related Human Service field.
2. Must be certified as a Social Worker by the State of Wisconsin, or be eligible for certification and
Certified within two years of employment.
3. Must have a valid driver's license and reliable transportation

Competency Requirements:

- **Self-Management** - Assumes responsibility for successfully accomplishing work objectives and delivering results; sets high standards of performance; organizes and plans for task accomplishment in a manner that maximizes efficient performance; considers a multitude of diverse factors, their interrelationships, the perspectives of others, alternative courses of action and their likely ramifications while establishing priorities to ensure timely completion of assigned work and fulfill responsibilities.

- **Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

- **Customer Service and Community Relations** - Anticipates and strives to meet the needs of both internal and external stakeholders (employees, contracted staff, residents, families, and other internal and external clientele). Delivers high-quality services; is committed to continuous improvement. Interacts with members of the public and key stakeholders in a manner to elicit positive response and participation. Presents information and/or represents the facility's interest.

- **Communications** - Delivers clear, effective communication and takes responsibility that others understand; uses correct grammar, punctuation, and spelling; produces both verbal and written information that is appropriate for the intended audience.

- **Accountability** - Assumes responsibility for successfully accomplishing work objectives and delivering results; setting high standards of performance for self and others

- **Judgment and Decision Making** - Accurately assesses situations, seeks new information if necessary, and applies all available information to reach sound conclusions/formulate effective response. Requires little guidance for responding to a wide range of complex situations with far-reaching and/or enduring consequences.

- **Data Gathering and Analysis** - Seeks or collects and synthesizes information from a variety of stakeholders and sources in an objective, unbiased manner to reach a conclusion, goal or judgment.

**Minimum Skills Assessment Requirements:** Interviewing, counseling and oral and written communication skills are a must.

**Certificates/Licenses/Registrations:** Must be certified as a Social Worker by the State of Wisconsin, or be eligible for certification and certified within two years of employment.

**ADDITIONAL INFORMATION:**

**Physical Requirements:** 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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this position, employee will be exposed to typical Wisconsin conditions, as well as conditions that would be found in client homes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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**NON-DISCRIMINATION POLICY**

Polk County is an equal opportunity employer. It is the policy of Polk County to utilize employment practices consistent with state and federal
Applications may be filed online at:
http://www.co.polk.wi.us/

100 Polk County Plaza
Balsam Lake, WI 54810
715-485-9176
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Position #201600136
SOCIAL WORKER CHILDREN & FAMILY SERVICES (LONG-TERM SERVICES) DK