Lafayette County

Position Classification: Social Worker

Department: Human Services

Reports to: Family Services Unit Manager

Supervises: N/A

Position Purpose: Provide family based social work to children and families in Lafayette County.

Essential Position Responsibilities:

With appropriate supervision from Family Services Unit Manager, will perform the following:

- Perform all phases of child abuse and neglect investigations.
- Interview, assess, and evaluate individuals who present themselves for social/human services delivery programming;
- Provide community-based social/human services appropriate to individuals with primary focus on provision of family-based services;
- Serve as case manager for purpose of developing social/human service plans for the clients assigned;
- Provide crisis and emergency counseling and intervention services on behalf of agency population groups as member of the agency’s on-call network;
- Provide outreach, aftercare, follow up and community liaison where appropriate;
- Provide professional consultation and community education programs upon request;
- Perform duties and document in eWisacwis the matters of investigations, client case management, social work plans, client progress notes, and other records;
- Participate in continuing appropriate training and perform other duties as assigned by administrative personnel;
- Be able to work flexible hours.

Position Requirements:

Graduation from an accredited college with a degree in social work, guidance and counseling, psychology or relevant field of study. A minimum of one year of work-related experience, preferably involved in association with a community-based social/human services program. Knowledge of, and experience with Chapter 48 and 938 (Children’s Code) and children and family services is preferred.
Possesses basic knowledge and understanding of:

- Human growth and behavior with special emphasis on infant and adolescent developmental stages;
- Current social and economic problems and the manner in which these problems affect children and families;
- Knowledge of range of services for children and families;
- Laws, regulations and practices pertaining to federal and state social/human services programs;
- Approved social work principles, methods and practices.
- Must possess or be eligible for a Wisconsin Social Work License, possess a valid driver’s license, subject to county and agency policies.
- Social Worker Certificate preferred but if not certified, process to be started within 18 months of employment and completed within three years of hire.
- Must have excellent computer skills, including but not limited to Microsoft Windows NT Workstation, Microsoft Office (Word, Outlook, Excel, etc.)

**Physical Requirements:**

Work is normally performed from a sedentary position; must have ability to function primarily in a normal office setting.

**DISCLAIMER CLAUSE:**

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements.