

Position Title: Social Worker – Family & Children Unit

FLSA Status: Non-exempt

Reports to: Manager Family & Children Unit

Pay Grade: 12

Department: Human Services

## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position conducts Child Protective Services intakes, receives delinquency referrals, investigations, and assessments of alleged child abuse and neglect referrals including interviewing family members and conducting home visits. Employee exercises independent judgment and discretion within established guidelines. This position requires planning, developing, implementing and evaluating services for individuals within the confines of the Wisconsin Statutes and Administrative Codes of the State Department of Health and Family Services.

## II. Essential Duties and Responsibilities

- Responsible for conducting investigations of allegations of physical, emotional, and sexual abuse, as well as allegations of neglect.
- Implements appropriate intervention strategies.
- Prepares written and oral testimony for Juvenile Court appearances.
- Maintains current documentation and supervises an ongoing caseload.
- Prepares Court petitions for children in need of protection and services, and for delinquents' Temporary Physical Custody hearings. Testifies in Court proceedings.
- Responsible for directly providing services for families and children such as Independent Living, AODA education, Parenting programs, and Corrective Thinking Classes.
- Provides services to juvenile delinquents and to children in need of protections and/or services.
- Supervises and places children in foster homes.
- May develop local foster home resources as Foster Care Coordinator.
- Supervises children adjudicated CHIPS, JIPS, or Delinquent.
- Prepares predisposition investigations, home studies, and other court reports for Vernon County Juvenile Court.
- Acts as court intake worker on a rotational on-call basis.
- Acts as CPS access worker.

- Provides counseling for children and families in crisis situations; arrange services and supervise cases.
- Formulates case planning identifying family needs and securing services from other community agencies to meet those needs.
- Develops a Permanency Plan following the State mandates.
- Utilizes the State CPS Investigative Standards during investigations of alleged child abuse.
- Develops safety assessment family evaluations/plans utilizing safety and risk factors.
- Develops partnerships by working closely with court, counselors, schools, hospitals, child caring Institutions, group homes, foster homes, and law enforcement personnel.
- Maintains individual client files and prepares client information for data entry into HSRS (Human Service Reporting System) and e-WISACWIS system.
- Reviews cases as mandated.
- Speaks to community groups regarding child protection/Juvenile Court issues.

### III. Related Job Functions

- Establishes and maintains effective working relationships with coworkers, the general public, community resources, county and governmental officials, and others.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Attends staff meetings, training sessions, and participate in workshops, seminars, etc., to keep abreast of current changes in the field.
- Maintains consumer rights and confidentiality of consumer information.
- Performs related work as required or directed.

### IV. Physical Demands

50% of time is spent outside of office setting, 50% is spent in the office. Large percentage of time 75% is spent talking, listening, and hearing. Approximately half the time 50% is spent sitting and using near and far vision. 25% - computer usage. Stands, walks, climbs (using hands and legs), and reaches intermittently throughout the day. In unusual situations it is necessary to stoop, kneel, bend/twist and feel. Low and medium handling, lifting and carrying up to 50 lbs., low to medium pushing and pulling. There is the threat of physical attack or injury from consumers/animals in unusual situations. Uses automobile, telephones, copy machines, typewriter, computers, fax machine tape recorder, camera, and television/VCR equipment. Uses independent judgment. Involves potential and/or direct exposure to blood or body fluids.

#### V. Education and Training Requirements

Graduation from an accredited college or university with a minimum Bachelor degree in a human service discipline, such as Social Work, Sociology, or Psychology. Minimum of one year of county social work experience required. MUST HAVE current Wisconsin Social Work License meeting the requirements specified under Wis. Statute 457.

Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.