

Position Title: Social Worker – Children’s Justice Support Coordinator

FLSA Status: Non-exempt – Limited FTE

Reports to: Vernon and Crawford County Human Services 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's overall goal would be to enhance the partnership between schools, families, and the Youth Justice System to ultimately improve the ability of students to self regulate, thrive, and be behaviorally supported more effectively in the school setting through Trauma Informed Approaches, so that their needs are met with minimal, and only necessary, intervention from the Youth Justice System. 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

General Social Work Responsibilities:

- Provide case management support or services for all clients on program caseload.
- Responsible for proper documentation according to policies and procedures.
- Maintain case records utilizing pertinent, accurate and current information.
- Plan and arrange for services as needed, collaborating with providers to arrange and coordinate these services.
- Provide or coordinate transportation when necessary to facilitate client service needs.
- Participate in agency approved staff development and training workshops as requested.
- Complete and submit case work, log sheets, and expense sheets in a timely manner.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

Case Management:

- Liaison work between the school and human services, family members and agencies, and law enforcement and agencies as needed.

- Promote creative case planning along with Crisis/behavioral response at the request of family members, school personnel and/or law enforcement when related to a child already being supervised by the department or a child who is having chronic behavioral issues in school
- Receive and process referrals, Screening youth to ensure their needs are identified, risk is determined, and treatment planning is relevant
- Explore with the youth, family, Law Enforcement and school to implement approaches similar to restorative justice as a way to divert YJ referrals
- Attendance at various meetings involving the child and/or family to facilitate planning and resolve conflict when necessary
- Assisting social workers who are assigned to the case with day to day activities if requested
- Spending time with the child to assist in self regulation, development of trusting relationships, and to identify triggers and issues
- Making referrals to appropriate providers based on the youth's screen and identified risks, needs, and strengths

Program Facilitation:

- Initial and ongoing contact with key school officials and law enforcement and their agencies (to be identified by human service workers); this contact will ensure they understand the project and goals/outcomes and will serve as reminders about what the project is about
- Providing and/or coordinating training for school and law enforcement staff; these trainings would focus primarily on TIC strategies, philosophies and implementation
- Researching and purchasing evidence based curriculums, assessment tools, and treatment protocols to use with clients/families and to ultimately train school staff to use as well with their students
- Development of agency memorandums of understanding and policies
- Attending meetings related to the project which may be scheduled by the worker, staff at the school, law enforcement, or family members
- Discussing and developing alternatives to emergent calls, detention requests, contacts to law enforcement or human services related to chronic but minor behavioral infractions
- The Vernon County Department of Human Services has a Trauma Task Force; this worker would make an effort to expand the task force into Crawford County and ensure there is adequate representation by law enforcement and schools in both counties; attendance at the monthly task force meetings would be expected as well as involvement in the subcommittees and task force activities – expansion of stakeholder meetings.
- Identifying appropriate service providers to ensure they are using evidence based practices and programs and that they are providing trauma informed care

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. MUST HAVE current Wisconsin Social Work License meeting the requirements specified under Wis. Statute 457. Prior experience working with children and families implementing and educating Trauma Informed Approaches, behavioral support plans and/or crisis responses. Completion of the child welfare pre-service in addition to other core trainings as requested.

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.