

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

	DRAFT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/>
Position Title: SOCIAL WORKER – CHILDREN	Department: Social Services
Immediate Supervisor’s Position Title: Social Worker Supervisor	FLSA Status/Pay Classification Code: Non-Exempt
Original Description Date: January 1998	Revised Date: August 2013
Oversight Committee: Social Services Board	Approved Date:
Approved by: Social Services Board	Approved Date: HR – 9/10/13

Job Summary:

Within the parameters of federal, state, county and agency guidelines, procedures and laws, performs social work activities for Child Protective Services. All duties are performed under the guidance and direction of the Social Services Director and Social Worker Supervisor.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Under State of Wisconsin Chapters 48/938 criteria, conducts child abuse and neglect investigations, provides protective services and supervision of children in substitute care. Testifies in court as needed and appropriate.
2. Works with families to provide the services necessary to prevent or reduce the length of time of out-of-home placements.
3. Reviews requests and referrals for agency services, determines services needed and works with clients and appropriate agencies for the provision and follows-up of these services.
4. Develops appropriate case plans with follow-up and revisions as needed.
5. Maintains case records to include pertinent, current, accurate information and correspondence, reports and other required documents.
6. Assesses eligibility for Kinship Care and maintains all appropriate records and documentation.
7. Works with Juvenile Intake, Indian Child Welfare, law enforcement and other appropriate agencies to assure services are provided that are in the best interest of the child, the family and the community.
8. With the Director's approval, participates in meetings and on committees appropriate to Child Protective Services issues.
9. Provides training and education to other agencies and the general public on Child Protective Services.
10. As assigned: licenses foster homes, conducts step-parent adoption studies, supervises visitation, and conducts independent investigations.
11. Performs assigned intake duties.
12. Back-up to Juvenile Intake Office as needed.
13. Consults with supervision on cases, including case status.
14. Attends required training to maintain social work certification or licensure.
15. Provides mentoring as requested or required to coworkers.
16. Responds to after-hour child protective services reports and makes placements as necessary; responds to after-hour juvenile justice office intakes involving non-secure placements.
17. Assists with emergency planning activities, such as registration, relocation and shelter for persons subject to disasters. Participates in on-call for emergencies as advised by the Emergency Management Department.
18. All other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major field of study or emphasis: Related field - Accredited school of social work or educational program as approved by the State of Wisconsin Social Work Licensure law.
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<ul style="list-style-type: none"> Valid WI Driver's license and adequate auto insurance. Current State of Wisconsin Social Work license or acquire the license within the six month probationary period. Within six month probationary period must successfully complete all assigned training programs. Within one year, must successfully complete Basic Juvenile Intake Training.

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure <input type="checkbox"/> Instead of Education/Licensure
Prior experience in related field is preferred.

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

<ul style="list-style-type: none"> Ability to work with the public in a friendly, helpful, courteous and cooperative manner. Ability to represent the agency to the public in a non- judgmental and non-detrimental manner. Ability to work with people from diverse backgrounds with understanding and respect. Ability to maintain agency and client confidentiality at all times. Knowledge of the economic and social conditions of the county. Ability to learn and apply state and federal program guidelines and laws. Ability to work independently (without constant supervision and specific assignment) and cooperatively with others. Must be proficient in, and display: organization, prioritization, written and interpersonal communication, moderately difficult math skills, and knowledge and use of contemporary office procedures and equipment.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
N/A	

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.