

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

**DRAFT**  **FINAL**

<b>Position Title:</b> JUVENILE INTAKE (JI) CASE MANAGER/Coordinated Services Team (CST) INITIATIVE COORDINATOR	<b>Department:</b> Juvenile Intake
<b>Immediate Supervisor's Position Title:</b> Director – Social Services	<b>FLSA Status/Pay Classification Code:</b> Exempt
<b>Original Description Date:</b> December 15, 2017	<b>Revised Date:</b>
<b>Oversight Committee:</b> Social Services	<b>Approved Date:</b>
<b>Approved by:</b> Human Resources Committee	<b>Approved Date:</b>

**Job Summary:**

This is a 50%/50% split position. The JI Case Manager portion of the position is responsible for performing intake and dispositional duties on youth pursuant to court orders and state statutes. The person exercises professional judgment and initiative within policy guidelines established by the State and the County Board and under the supervision of the Juvenile Intake Unit Coordinator. The CST Initiative Coordinator is responsible for all aspects of the CST Grant including yearly grant application and reporting, data collection and interpretation, ensuring program fidelity and supporting providers in the development of an improved community response to the needs of children and families involved in more than one system of care under the supervision of the Social Services Director.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Under State of Wisconsin Chapter 938 criteria, performs juvenile intake duties in accordance with state statutes which includes but is not limited to conducting intake inquiries, referring cases to the District Attorney for further action, and entering into deferred prosecution agreements.
2. Cooperates/coordinates with, and affirmatively reaches out to various local and state agencies and offices on juvenile justice matters. These agencies and offices include, but are not limited to, the Circuit Court, Child Protective Services, law enforcement, local schools and treatment providers, and other entities such as the Lac du Flambeau Tribe, Tri-County Truancy Task Force, Restorative Justice and School/Justice Partnership.
3. Provides Juvenile Justice community education as requested and approved by JI Unit Coordinator or Social Services Director.
4. Co-ordinates GPS equipment maintenance/repair and drug testing.
5. Supervises and works with juveniles and their families pursuant to court orders and state law. This includes, but is not limited to supervising youth under dispositional orders and other forms of court supervision to ensure their compliance with their orders and treatment plans; preparing reports and other documents for the Circuit Court; setting up individual treatment plans; and obtaining appropriate services as needed or desired for youth and developing resources toward that end.
6. Assists in the provision of custody intake services pursuant to the provisions of Chapters 55, 48 and 938 of the Wisconsin Statutes and as part of formal rotating on-call system provides after-hour intake services for the Juvenile Intake, Adult and Child Protective Services Units.
7. Makes an affirmative effort to help juveniles comply with restitution and/or community service obligations. This includes but is not limited to counseling youth concerning job assignments; arranging community service work sites which will accept youth for this purpose; and collecting and ensuring restitution payments are receipted in accordance with department policy; and other duties as deemed necessary for the efficient operation of the restitution and community service programs.
8. Oversees the secure placement of juveniles as appropriate.
9. Maintains strict confidentiality regarding CST client and JI Office and Juvenile Court records and operations.

10. Bring together parents and relevant staff from various agencies and organizations to comprise the CST Coordinating Committee. Support their activities, ensuring compliance with established policies and procedures.
11. Work with the CST coordinating committee to maintain and support agency participation as established in the Interagency Agreement.
12. Work with the CST coordinating committee and service coordination agency to receive and review referrals.
13. Work with the CST coordinating committee and service coordination agency to assure provision of service coordination services for all groups of people working with the child and his or her family.
14. Guide the development of the CST coordinated service team working with the child and his or her family in order to ensure compliance with basic principles of the initiative core values.
15. Review plans of care, including crisis response plans, for consistency with the CST coordinated services team approach to providing services to a child and his or her family and core values.
16. Assist the CST coordinating committee and coordinated services teams in establishing consistent measures for program development, implementation, evaluation, and monitoring of the initiative and its outcomes.
17. Facilitate public education and awareness of issues and programs for children who are involved in 2 or more systems of care and their families.
18. Ensure provision of ongoing support and training that is related to the CST coordinated services team process for families, care/service coordinators, and providers and ensure orientation for coordinated services team members.
19. Support service providers in developing strategies to enhance existing programs, to increase resources, and to establish new resources relevant to project goals and objectives.
20. Ensure that local and state agencies submit data and reports in an accurate and timely manner and manage the yearly CST grant application and year-end reporting.
21. All other duties as assigned or as necessary for the effective and efficient operation of the Juvenile Intake Department or the CST Initiative.

**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	<b>Major field of study or emphasis:</b> Human Services Field: psychology, counseling, criminal justice or social work
<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"/> <b>Required</b> <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>• Valid WI Driver's license and adequate auto insurance.</li> <li>• Within six month probationary period must successfully complete all assigned training programs including Basic Juvenile Intake Training.</li> </ul>

**C. Required Work Experience:**

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

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Ability to objectively and effectively supervise and resolve complex problems when required
- 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 organize multi-disciplinary approach to needs of children and families.
- 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,
- Must have moderately difficult math skills, and knowledge and use of contemporary office procedures and equipment.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
CST Facilitators (Grant-funded contracted providers)	2

**SECTION VI: JOB DESCRIPTION APPROVAL:**

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

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**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.