

Florence County Job Description

Position Title: Children Services Worker Non-Certified
Department: Human Services
Reports To: Human Services Director and Community Services Social Work Supervisor
FLSA Status: Full-Time (35 hours per week)/Nonexempt
Salary Range: \$19.00 - \$23.16 per hour
Salary Grade/Level: 11

SUMMARY The work involves determination of family and individual needs, provisions of appropriate services, and referral to other resources as needed. Employees of this class may be assigned to other program areas. Regulated supervision is provided as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Determine through interviews, home visits, and investigations the nature of the family issues and concerns and range of services needed for assigned cases.

Develop plan of treatment to provide services or make referrals to address identified needs and maintain contact, and complete timely case reviews.

Provides accurate and timely completion of computer forms, initial contact documentation, contracts, dictation, and all other forms and documentation within procedures and time frames as required by the Federal and State Government and also within Florence County Department of Human Services guidelines and procedures.

Assists applicants in locating and utilizing other community resources.

Conforms to Federal, State, and Florence County Department of Human Services policies and procedures regarding professional conduct and service delivery to ensure the health and safety of those served by the agency and community members.

Provides appropriate and timely protective services on an on-going basis following through to ensure the delivery and effectiveness of such services so as to ensure the health and safety of those served by the agency and other community members.

Investigates referrals of child or adult abuse and/or neglect. Determines safety needs of individuals and families. Monitors ongoing concerns with safety by completing safety checks in the home, drug testing if indicated and collateral contacts with other agency professionals and family members.

Provides accurate and timely completion of court documents, studies, court reports and case reviews in compliance with Federal, State and Department policies and procedures.

Perform Juvenile Court Intake, as assigned; including responding to 24-hour call for Child Abuse and Neglect, Youth Justice, to protect the safety and well-being of those served by the agency and other community members.

Coordinates actions with the Florence County District Attorney's office and Corporation Counsel's office including completing the required forms, petitions, orders and other paperwork. Testifies within departmental and Chapter 48, 51, 55, 938, and 880 procedures and time frames so as to protect the safety and well-being of the those served by the agency. Testify in Criminal or Family Court Cases if subpoenaed.

Attend in-service training, staff development activities, conferences and meetings as directed. Complete 30 continuing Education Credits every two years including a mandatory training on Ethics and Boundaries.

Complete court reports ordered by the Florence County Circuit Court. Furnish the Court system with complete, accurate and reliable studies and complete investigations as assigned by the Court.

Understands and complies with rules of confidentiality. Complies with the vision of trauma informed care that empowers, educates, and supports agency staff to provide services in a caring, compassionate and safe environment.

Participate in the Florence County Emergency Management Plan as needed and directed by the plan.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to gather, assess and use information in developing case plans.

Ability to plan and provide appropriate and effective referrals.

Ability to engage people with a trauma informed approach.

Knowledge of the principles and practices pertaining to social work.

Knowledge of laws, regulations and practices pertaining to human service programs.

Strong computer skills.

EDUCATION and/or EXPERIENCE

A Bachelor's degree or significant work towards a Bachelor's degree, including Associate degree, plus experience in child welfare, youth justice, or related area. Ability to obtain Bachelor's Degree from an accredited university or college in Social Work, Psychology, or other Human Services within 2 years of

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date of hire and ability to obtain Wisconsin Social Worker Certification preferred within 2 years of that.
Valid Driver's License.

LANGUAGE SKILLS

Good oral and written communication skills.

MATHEMATICAL SKILLS

Basic math skills.

REASONING ABILITY

CERTIFICATES, LICENSES, REGISTRATIONS

Must achieve MA Case manager qualifications on or before 2nd year of employment.

Valid Wisconsin Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sitting

Driving

Moderate lifting – children, car seats

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment/Indoors. Minimal noise level.

Community work. Regularly exposed to outside weather conditions.

Home visits

Travel

Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses limited risk of injury.

SPECIAL REQUIREMENTS

Must be able to pass a background check.

Must be able to see and hear in order to perform all required duties.

Must be able to travel to trainings if required for program.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the CHILDREN'S SERVICES WORKER, NON-CERTIFIED job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this

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job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department director.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

Signature

Date

Printed Name

Approved HSD Board: December 7, 2023
Approved Personnel: January 4, 2024
Approved Audit & Budget: January 9, 2024
Approved County Board: N/A