

## Florence County Job Description

**Position Title:** Social Worker – Children and Families  
**Department:** Human Services  
**Reports To:** Human Services Director and Lead Social Worker  
**FLSA Status:** Full-Time (35 hours per week)/Non-Exempt  
**Salary Range:** \$22.00-\$32.09  
**Salary Grade/Level:** 5

**Other:** On-Call Rotation is paid separately—see on-call pay chart for details.  
On-Call is shared between four Social Workers or approximately 91 days per year/each.

**Position Description:** Under general supervision of the Director and Lead Social Worker, this position provides the full range of child welfare, child protection services (CPS), and youth justice (YJ) – related social work activities assigned to County agencies by state law. These activities provide supervision and services to children, youth and families (CYF).

### **Essential Functions:**

1. Conduct Child Abuse and Neglect Investigations Pursuant to Wisconsin Statute 48.981, Wisconsin CPS Standards, Wisconsin Statewide Automated Child Welfare Information System (eWISACWIS), and Department Policy:
  - Provides CPS Access: Receives, analyzes, and documents reports of alleged maltreatment and/or child abuse.
  - Conduct CPS investigations per Wisconsin CPS standards and Department protocol as assigned.
  - Prepares appropriate protective plans and assessments for safety in accordance with laws, rules, and regulations.
  - Administer and implement protective and safety plans according to state and/or federal requirements, standards, and criteria.
  - Consults with families to identify and provide the services necessary to prevent or reduce the length of time of out-of-home placements.
  - Encourage and provide assistance to families in the participation of the development of appropriate treatment plans and to address risk and safety issues identified in investigations, assessments, and ongoing case work.
  - Participate in the staffing/discussion of access reports and the needs of CPS cases with Director, Supervisor, social worker lead and co-worker(s), law enforcement and district attorney as appropriate.
  - Completes court documentation as assigned throughout the life of assigned cases.
  - Provide active case management in CPS cases, as well as voluntary cases.
  - Maintain case records to include pertinent, current, accurate information and correspondence, reports and other required documents.
  - Provide immediate response to any emergency situations and staff such situations with director at earliest convenience. In the absence of director, supervisor, or lead social worker, staff such situations with a co-worker, sheriff, or district attorney, as appropriate.
  - Attend required training and Department staff meetings and regional meetings as directed.
  - Work is performed under the supervision of lead social worker, social worker supervisor and human services director.

## **Florence County Job Description**

2. Provide Juvenile Court Intake and On-Going Services Pursuant to Chapters 48 and 938 and Judicial Policies:
  - Performs juvenile court intake and dispositional duties according to applicable policies, regulations, and statutes as directed/scheduled
  - Provides juvenile intake services to youth and families for the purpose of screening a youth justice referral received by the department.
  - Assesses youth's behavioral risk for needs and develop plans of supervision and services.
  - Provides ongoing supervision to children and their families under juvenile court jurisdiction.
  - Prepares and submits timely reports for the court.
  - Request court petitions as appropriate.
  - Assesses and develops goal oriented, time limited, family-based service plans to meet identified needs
  - Maintains safety plans to ensure child's safety.
  - Works to achieve services and treatment objectives.
  - Promotes inter-agency cooperation between Florence County law enforcement agencies, hospitals, schools, and collateral partner agencies.
  - Work is performed under the supervision of lead social worker, social worker supervisor and human services director.
  - Attend and participate in on-going basic intake worker training and other relevant training.
  - Successfully complete examinations required by the State to qualify as a Juvenile Court Intake Worker.
  - Attend Department staff meetings as scheduled.
  
3. Provide Case Management Services to Children, Youth and Families with Children Or Youth In Out-Of-Home Placement:
  - Ensure the safety for all children or youth on caseload.
  - Take custody action when safety threats require court involvement.
  - Follow and complete all state substitute care practices utilizing the Department substitute care checklist, peer consultation and staffing with supervisor to meet all substitute care case record requirements.
  - Manage paper and electronic files in accordance with state standards, and maintain confidential client information.
  - Ensure the minimum of one face-to-face contact occurs every month with every child on assigned caseload; and ensure monthly face-face contacts occur with parents.
  - Arrange and schedule supervised family interaction between parents and their children; make determinations regarding child safety and shifting to unsupervised interaction.
  - Engage with children, families, relative providers, foster parents, and community partners to promote reunification and safe case closure.
  - Provides ongoing child protection case management to families that have encounter abuse and neglect.
  - Assesses safety on a continual basis.
  - Determine need for assistance for families and children and provides resources as needed and/or requested.
  - Monitors case plan progress.
  - Develops permanency plans for children in need of protection and services.
  - Engage in strengths-based, family-centered social work practice.
  - Prepare testimony and documents for Court, as well as attend court hearings and providing testimony.
  - Maintain contact with service providers and collaterals (e.g., schools, law enforcement, foster parents, mental health, AODA, Courts).
  - Provide Access coverage.
  - Attend internal meetings and case consultations, including providing mandated reporter in-services to school staff, daycare center staff, and high school students.

## **Florence County Job Description**

- Provide services or make referrals in the areas of family counseling parenting skills, domestic violence, chemical dependency and support services.
  
- Coordinate with other agency personnel of services for families and children.
- Provide necessary referrals to counseling services and locate resources for, children in foster care or other alternate care and their natural families to establish permanency as soon as possible.
- Monitor and provide services to children placed under supervision of the department.
- Complete studies as assigned, including Interstate Compact and other court-ordered studies.
- Conduct home visits, office visits, collateral contacts, and consultation with other agencies to ensure provision of services.
- Attend in-service training and staff development activities.
- Consults with Director and Social Worker Supervisor and/or Social Worker Lead.
- Provide 24-hour on-call emergency service for after hours, assigned on a rotating basis.
- Work is performed under the supervision of lead social worker, social worker supervisor and human services director.

#### 4. Leadership and Coordination

- Provide information and referrals regarding available Department and area services for residents of Florence County.
- Understand and adhere to Confidentiality Laws: Wisconsin Statutes Chs. 48, 938, 51, 55, and 42 CFR Part 2.
- Attend meetings (e.g., regional CPS worker, board meetings, community groups) to represent the agency as requested.
- Assist lead social worker as resource to Human Services Board, Director, and/or community.
- Assist supervisor in policy and program development and implementation.
- Chair and facilitate committees as required.
- Communicate any staff or unit issues to the supervisor.
- Gather necessary data for grant reports and special projects as assigned.
- Complete necessary paperwork related to job performance and other related duties as assigned.

#### **Supervisory Requirements:**

- None

#### **Minimum Qualifications:**

- Bachelor's degree in Social Work or closely related field (human services, social services, psychology) from an accredited university or college. Certified Social Worker preferred. Must obtain Wisconsin Social Work Certification within two years of hire.
- The ability to successfully meet the requirements and obtain a Wisconsin Social Work Certification within six months of hire, and maintain such licensure through continuing education.

#### **Preferred Qualifications:**

- One (1) to two (2) years of experience in child protective services or Juvenile Court services to children and families.
- Knowledge of Wisconsin Statutes Chapters 48 and 938.

## Florence County Job Description

- Courtroom experience.

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Ability to understand, follow directions, and read and write reports.
- Ability to effectively interview, counsel, and communicate with a diverse population and a variety of partners and stakeholders.
- Knowledge of juvenile and criminal law, social work practices, and Federal and State laws, statutes, policies, procedures, rules, and guidelines with regard to child welfare and juvenile justice case work.
- The ability to successfully complete relevant Chapter 48, 938, and CPS training and exams.
- Ability to comprehend and interpret a variety of documents including eWISACWIS computer screens and forms, client records, social worker time sheets, court reports, letters and other correspondence, WISACWIS manuals, state and local statutes and regulations, etc.
- Ability to prepare a variety of documents including time studies, referral forms, court forms, WISACWIS documentation and schedules.
- Ability to record and deliver information, explain procedures and follow instructions.
- Ability to use and interpret legal and counseling terminology.
- Ability to establish and maintain effective working relationships with County Officials, County administrators, County employees, general public, clients, social workers, foster care coordinators, foster parents, school personnel, service providers, law enforcement personnel, juvenile court personnel, attorneys, State Department staff and others.
- Demonstrate effective client communication, relationships, service delivery, and ethical practices.
- Demonstrate organizational skills and effective time management in order to work in a fast-paced environment and adhere to strict deadlines.
- Demonstrate knowledge and experience with Wisconsin State statutes and child protective services, juvenile justice, and child welfare cases.
- Demonstrate a general understanding of mental health and alcohol and other drug abuse services as they pertain to children, youth, and families.
- Must be dependable, tactful, and maintain confidentiality.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rates, ratios, and percentages.
- Must be able to read, write, and understand English.
- Must be proficient with computers.
- The ability to participate, along with other child & family social workers, in department and county-wide Crisis Response Activities.
- Ability to transport oneself from an office setting to a private home setting and to access all levels of private residences per CPS protocol and perform field assessments in private home settings.
- Must be able and willing to work outside of normal business hours: Monday through Friday 8:30 a.m. - 4:00 p.m.
- Ability to travel. Must possess a valid Wisconsin driver's license and have access to a reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

### **Physical Requirements:**

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work requires speaking and hearing, and repetitive motions.

## **Florence County Job Description**

- Frequently requires standing and reaching with hands and arms and occasionally requires sitting, walking, climbing stairs, balancing, stooping, kneeling, crouching pushing, pulling and lifting.
- Work requires close vision, ability to adjust focus, color perception and peripheral vision.
- Work requires vocal communication which is required for expressing or exchanging ideas by means of spoken work and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Work requires hearing to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written computer data, operating machines and observing general surrounds and activities.

### **Work Environment:**

- Office environment. Minimal noise level.
- Community. Regularly scheduled home visits.
- Regularly exposed to outside weather conditions.
- 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 possess a valid driver's license.

### **Residency Requirement:**

- Must live within the state of Wisconsin or will move to the state of Wisconsin within one year of hire.

### **Employee Acknowledgement:**

I acknowledge that I have received a copy of the Social Worker – Children and Families 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 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 manager.

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.

## Florence County Job Description

---

Signature

---

Date

---

Printed Name

Approved HSD Board: March 24, 2022

Approved Personnel: April 7, 2022