

Florence County Job Description

Position Title: Social Worker –Community Services
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

Position Description : Under the general supervision of the Director and Lead Community Services Social Worker, position provides the full range of social and community services to the following populations: elderly, those with physical disabilities, mental disabilities, developmental disabilities, and alcohol and/or drug addictions. The Community Services section covers numerous Human Services programs including Birth-to-Three, Children’s Community Options Program, Community Mental Health, Alcohol and Other Drug Abuse, Children’s Long Term Support Programs, , Elder Abuse and Neglect, Adult Protective Services, , and Coordinated Services Team Program. Position also provides case management for Community Support client populations in Florence County.

Essential Functions:

- Conduct the following duties pursuant to program policy: provides outreach, client identification, intake, eligibility determination, assessment, service planning, case management, and case closure.
- Provide Case Management Services for Community Support Client Populations, to include: Maintenance of accurate and timely files per State and County policy and practice and utilization of the web-based Functional Screen and other programs identified through program policy.
- Provide Adult Protective Services in accordance with Chapter 55 of the Wisconsin State Statute
- Prepare court reports for guardianships and protective placement hearings and annual reviews.
- Inter-Department/Community Relationships involvement.
- Provide Information and Referral Regarding Available Department and Area Services for Residents of Florence County.
- Maintain program referral list and waitlists, if needed.
- Coordinates services for children and adults with developmental, physical, and mental health needs.
- Conducts assessments, develops service plans, coordinates service delivery, provides on-going case management, assesses risk/protective services, monitors purchased services, and provides consumer advocacy for all program consumers.
- Perform work in accordance with applicable rules, regulations, guidelines, and laws for the Children’s Long Term Support Waiver’s (CLTS) program, Birth to 3 Program, Children’s Community Options Program, and Coordinated Services Team Program.
- Ability to establish, demonstrate, and maintain positive relationships with consumers, staff, contracted providers and the public; the ability to exercise independent judgement is required.
- Ability to be a self-starter and seek resources necessary to complete job requirements.
- Must have organizational skills and effective time management in order to work in a fast-paced environment and adhere to strict deadlines.
- Must be able to represent the department and Florence County on various committees related to Community Services as assigned.
- Ability to transport oneself from an office setting to a private home setting and to access all levels of private residences per Adult Protective Services (APS) protocol and perform field assessments in private home settings.

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- Provide information and referrals regarding available Department and area services for residents of Florence County.
- Understand and demonstrate adherence to Confidentiality Laws: Wisconsin State Statute Chs. 48, 938, 51, 55, and 42 CFR Part 2.
- Oversees record and reporting requirements including department compliance with Program Participation System (PPS) and all other computer-based reporting systems as required by state and federal contracts.
- Carries a case load of Community Services cases.
- Informs the Director/Financial Manager of any difficulties in the areas of staff and program compliance.
- Assists with the program areas of Adults at Risk and Elder Abuse and assigns duties of specific program areas as needed; review and approves incoming nursing home referrals (PASSAR screens).
- In coordination with the lead Community Services Social Worker, attends appropriate regional and state meetings in Community Services areas.
- Provide after hours on-call services in emergencies, and provides consultation to on-call workers, authorizes emergency and non-emergency placement of AODA and Mental Health populations.
- Assist as appropriate with emergency placements including Child Protective Services and Juvenile Justice.
- Attend court hearings and testify in court as needed.
- Follow settlement agreements and commitments.

Supervisory Requirements:

- None

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment

- 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 adult protective services
- Knowledge of Wisconsin Statutes Chapters 48 and 938, 51, 55, and 42 CFE Part 2.
- 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.
- The ability to successfully complete Children's Functional Screen, Child and Adolescent Needs and Strengths (CANS) Assessments, Mental Health Crisis Training, and Juvenile Justice Intake training.

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- Ability to comprehend, prepare and interpret a variety of documents including client records, social worker time sheets, court reports and forms, letters and other correspondence, state and local statutes and regulations, etc.
- 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 adult protective services.
- 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.
- Requires on-call availability by telephone or cell phone to allow for staff consult.
- 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
- Ability to comprehend and apply Wisconsin Statutes, Administrative Code, and other standards set forth by the Department of Child and Families, Department of Health Services, Department of Justice, and Florence County.

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.
- 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.
- Regularly exposed to outside weather conditions.

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- 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 –Community Services 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.

Signature

Date

Printed Name

Approved HSD Board: March 24, 2022

Approved Personnel: April 7, 2022