

Waupaca County Health & Human Services  
Public Announcement

## Social Worker

***Waupaca County** is accepting applications for a full-time Social Worker for the Children and Families Division with the Department of Health and Human Services.*

**Starting Hourly Rate:**

Social Worker I = \$19.0449 per hour

Social Worker II = \$19.7030

Social Worker III = \$20.7944

**Summary of Position:** The central goal of the job is to keep children safe within the family. The Social Worker may provide case management, intensive services for families, and may be assigned to work with community services teams. The Social Worker may also be assigned to provide court assessments and reports. The Social Worker may provide these services to children in need of protection and services or to adjudicated juveniles, or to a combination of these children.

**Requirements:**

**SW I** – Graduation from an accredited college or university with a four-year degree in social work or a related human service field. Must be certified as a Social Worker in the State of Wisconsin; or be eligible for a Temporary Certificate and obtain that certificate by the end of the probationary period. If not currently certified, must receive full certification by end of two years' of employment.

**SW II** - Must be certified as a Social Worker in the State of Wisconsin. Two years of paid social worker experience and completion of 180 hours as defined by DHHS.

**SW III** – Masters' degree in social work or related field plus four years paid experience (OR a bachelor's degree in human services related area with six years paid experience) in a licensed Social Services performing duties directly related to the essential duties of the position and completion of 250 hrs of applicable certified training post Bachelor's degree

**Special Requirements:** Extensive travel is required. Flexible work hours with families and transportation to and from family homes and other community agencies.

**How to Apply:** Interested individuals must complete a Waupaca County application form. Resumes sent without application form will not be reviewed. Application and additional information may be obtained from county website: [www.co.waupaca.wi.us](http://www.co.waupaca.wi.us) or contact Human Resources for an application packet:

Waupaca County Human Resources Department  
811 Harding Street, Waupaca, WI 54981  
Tele: (715) 258-6210 Fax: 715-258-6330  
Hours: 7:30 a.m. to 4:00 p.m.

**Applications should be returned to the HR Department by: 4:00 p.m., Friday, February 18<sup>th</sup>, 2011**  
**WAUPACA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## WAUPACA COUNTY POSITION DESCRIPTION

<b>Classification:</b> Social Worker I	<b>Working Title:</b> Social Worker, Children and Family Services
<b>Department:</b> Health and Human Services	
<b>Division:</b> Children & Families	<b>Grade Number:</b> 9A
<b>Date:</b> January 2007	<b>Union:</b> Professional 2771
	<b>Location:</b> Waupaca Courthouse

### **Position Summary:**

This is an entry-level social worker position. Under appropriate supervision, the Social Worker may provide intake services, may assess children and families, participate in planning for services to the children and families, and provide billable services. The central goal of the job is to keep children safe within the family. The Social Worker may provide case management, intensive services for families, and may be assigned to work with community services teams. The Social Worker may also be assigned to provide court assessments and reports. The Social Worker may provide these services to children in need of protection and services or to adjudicated juveniles, or to a combination of these children. The Social Worker will customarily work with other professionals and family members to plan and coordinate services. Contact with mental health and AODA providers is often necessary. Crisis intervention services are common in this position. Under supervision, provides clients with supportive social services and safe environments designed to overcome financial, personal, health or family problems. Works closely with families in receiving services from or interacting with the District Attorney's Office, the courts, Outpatient Unit, and other community agencies/resources as necessary. The Social Worker may make assessments of the safety and risks for the children, the family, and/or the community. Because of changes in the numbers and types of referrals, the Social Worker may be assigned to tasks that he/she performs infrequently, but those tasks will be within the context of providing social work services to children and families. This job includes performing other duties as assigned.

### **Supervision Received:**

Works under the supervision of Coordinator and Managers of Children and Families Division.

### **Supervision Exercised:**

None

### **Essential Duties:**

The duties of the Social Worker may include the following, with proportions of these duties varying by assignment:

Intake duties

Assessment of children, families, and community resources

Participation in care planning

Provide emergency care services

Screening of safety concerns and risk stabilization

Developing, monitoring and reviewing case plans

Creation, coordination and maintenance of community service teams

Assessment of children's and families' strengths, risks and needs

Work closely with other social workers, schools, law enforcement and others

Prepare reports for courts, attend and testify at court hearings as assigned

Work with the District Attorney's office as assigned

Ensure that agency and state records, including electronic records, are maintained

Provide all record-keeping duties regarding billable services as assigned

Provides community outreach as assigned

Consults with other department staff to enhance services to children and families

Actively supports and participates in community support teams as assigned

Actively supports the mission and vision of the agency

Maintains case records containing pertinent, accurate and current information, prepares correspondence, reports and other records as required by state and agency guidelines.

Consults with the Coordinator and Manager of Children and Families Division in regards to problems in providing services to children and their families.

In consultation with the management of Children and Families Division, provides planning, placement, monitoring, supervision, and counseling of children (and/or their families) who need a suitable living arrangement outside of their present home.

Conducts intake activities which occur prior to the establishment of client status, assessment/diagnosis, and information and referral.

Acts as the service coordinator in Integrated services cases as assigned.

Attends training workshops and seminars for advancement, personal growth, and improvement of social work skills.

Actively supports and contributes to the agency's policies and procedures.

Performs other duties as assigned.

**Peripheral Duties:**

Handles on-call responsibility as assigned or required.

Maintains confidentiality policy of the Agency and as required by licensing statutes.

Attends training and continuing educational workshops for advancement, personal growth and improvement of social work skills.

May make screening decisions or completes investigation assignments

**Minimum Qualifications:**

**Education:**

Graduation from an accredited college or university with a Bachelors degree in social work or a related human services field (psychology, sociology, criminal justice, or related field). Must be certified as a Social Worker in the State of Wisconsin; or be certification eligible; or eligible for Temporary Certificate, and obtain that certificate by the end of the probationary period. If not currently certified, must receive full certification by the end of two years' employment.

**Experience:**

None

**Necessary Knowledge, Skills, and Abilities:**

**Knowledge:**

The effects of child abuse and delinquency on children and families, family dynamics that contribute to delinquency, the dynamics of domestic violence on families, and knowledge of family based services.

A knowledge and use of community resources.

Knowledge required for records creation and maintenance, including appropriate computer utilization skills

**Skills:**

Skill in assessing children and families around the issues of family dysfunction and delinquency. Skill in negotiating and facilitating plans for risk and safety stabilization for the child, family and community.

Skill in facilitating a team approach process in working with children and families.

**Abilities:**

Ability to handle emergency situations and to work with resistant or involuntary families.

Ability and willingness to learn advanced social work skills that further the Department's vision and mission of family based services towards preventing out of home placements of children.

The ability to learn about other community resources outside of Waupaca County and help in creating new resources for children and families.

Ability to maintain the agency's confidentiality policy.

**Special Requirements:**

Extensive travel is required.

Flexible work hours with families and transportation to from family homes and other community agencies.

**Tools and Equipment Used:**

Telephone, Cellular Telephone, Dictaphone, Fax machine, Copy Machine, County Mainframe Computer, Calculator, Pager, Car Seat, Camera, Video Equipment, Tape Recorder, other general office equipment.

**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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk, or hear for extended periods of time. The employee is required to reach and grasp to handle, feel, or operate objects, tools or controls. Must be able to enter home environments, sit on the floor and lift children of various ages and weights. Specific vision abilities required by this job include close and distant vision and the ability to adjust and focus, as well as, the ability to observe children and families within their various surroundings.

**Work Environment:**

This position works in a private office, which is generally quiet, with frequent interruptions from clients, visitors, telephones, co-workers. Employee is required to meet with clients or others in private homes, as well as public places. Extensive travel is required. Employee may encounter hostile or resistive clients/others at a variety of conditions. The employee may encounter a variety of adverse conditions, i.e., weather, exposure to unsanitary homes, loud noises in homes, etc.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**Selection Guidelines:**

Formal application, and resume rating of education and experience; testing, oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
Employee Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Date: \_\_\_\_\_

\_\_\_\_\_  
Department Head Date: \_\_\_\_\_

**Revision History:** 1/07, 7/06, 8/03, 4/03