



Job Code: 2341
Reports To: CPS Supervisor
EEO Code: 2.Professional

Pay Grade: C42
FLSA Status: Exempt
Last Revision: 6/26/18

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Social Worker- Child Protective Services is to provide trauma-informed ongoing services to families, assess client needs, develop and implement intervention services for children and juveniles in need of protection, and to act as a liaison between the agency and families for the Sauk County Department of Human Services.

Essential Duties and Responsibilities

- Develop and implement case/permanency plans based on information from:
 - Family
 - Initial assessments
 - Interviews
 - Court and police reports
 - Therapist's reports
 - School reports
- Assess needs and risk levels and recommend services, counseling, therapy, protective placements, and/or alternative care.
- Prepare and maintain a variety of documents such as:
 - Access reports
 - Contact notes
 - Initial assessments
 - Law enforcement referral intake
 - Safety plans
 - Rate settings
 - Court reports
 - State and agency forms and reviews
 - County and departmental reimbursement forms
- Provide supervision and/or case management to families exposed to trauma on a long-term case basis.
- Visit clients at home to assess and develop:
 - Safety of living conditions
 - Parental protective capabilities
 - Necessary safety controls
- Receive and analyze reports of alleged child abuse and/or neglect.
- Conduct motivational interviewing.

Additional Duties and Responsibilities

- Testify in court as needed.
- Provide training to law enforcement, schools, and others on scope of practice in child protective services
- Participate in committees, task forces, and multidisciplinary teams as assigned.
- Connect families to outside resources.
- Provide backup coverage to other Social Workers or cases as needed.
- Transport families as needed.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Maintain all relevant certifications and continuing education
- Knowledge of Wisconsin Chapter 48/938 and other Wisconsin Child Welfare policies and standards
- Knowledge and experience in WiSACWIS
- Knowledge of approved social worker principles, methods, and practices, including the National Association of Social Worker's (NASW) code of ethics
- Ability to integrate new knowledge, initiatives, and approaches when working with families
- By managing, motivating, assisting, teaching, counseling, mediating, convincing and persuading others
- Data and information such as court documents, psychological/psychiatric evaluations, client records, delinquency petitions, client assessments, police reports, treatment plans, referrals, policies, procedures, laws, and routine and non-routine correspondence
- Verbally and in writing with diverse groups of individuals, County personnel, law enforcement, Judges, attorneys, medical personnel, children, clients, and the general public
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in

everyday routine and non-routine situations

- Use fine and gross motor skills to perform tasks such as operating a child safety belt and seat, keyboard, photocopier, telephone, calculator, and computer printer
- Exert light to medium physical effort in sedentary to light work, involving lifting up to 35 pounds, carrying a child, kneeling, crouching, stooping, pushing and pulling
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment

- Perform after hours on-call/take duties, as well as on call for family or community emergencies
- Safe and comfortable office environment in respects to noise, with the potential for exposure to disease and violence
- Potential exposure in home environments that may include temperature fluctuation, hazardous conditions of chemicals, controlled substances, pests and animals or bodily fluids

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Bachelor's degree in Social Work or another related field
Complete 30 hours of intake training under Wisconsin Statutes Chapter 48.06 and 938.06 within 6 months of start

Licenses/Certifications: Wisconsin State Motor Vehicle Operator's License
Obtain a Wisconsin State Social Work License within 6 months of start date

Preferred: Wisconsin State Social Work License
Wisconsin Child Protective Services experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Incumbent's Signature

Date

APPROVALS:

Supervisor

Date

Department Head

Date

Human Resources Representative

Date

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.