

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Social Worker I - Child Protective Services-Dispositional	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	August 7, 1998
LABOR GRADE:	Professional – Three (3)	REVISED:	March 13, 2003

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs social studies of persons and families in need of social service, and makes recommendations for administrative decision. Assesses client psychosocial needs and develops treatment plans; advocates for client rights; and provides direct services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48 and County policies.
2. Monitors/enforces court orders.
3. Encourages families to cooperate and comply with conditions of court orders, and warns them of consequences and initiates appropriate court actions.
4. Provides case management services, including maintenance of collateral information.
5. Provides consent decree, informal dispositional services/supervision, and voluntary high-risk case management and services.
6. Prepares court reports, petitions, revisions, and extensions.
7. Provides dispositional recommendations to court.
8. Provides individual/family counseling on crisis intervention basis and incidental to direct client contact.
9. Provides referrals/consultation/coordination services to other agencies.
10. Assesses need for (internal) support services like home and financial help, transportation, parenting programs, etc.
11. Assesses need/arranges (external) resource enhancement services.
12. Works to reunify families as soon as issues and safety can be successfully resolved.
13. Provides alternative care placement/services in foster care, group homes, and Residential Care Centers.
14. Provides custody intake services, including placement of children in nonsecure facilities.
15. Testifies in juvenile court proceedings.
16. Provides emergency juvenile court intake as needed (custody decisions) and participates in agency on-call system.
17. Prepares and reviews risk/safety/family assessments and case plans.
18. Initiates/monitors social services and alternative care payroll, including supplemental and exceptional payments.
19. Prepares for, attends, and presents permanency plans at administrative reviews and permanency plan hearings.
20. Completes required agency/Wisacwis forms and paperwork, including out of home placements.
21. Maintains accurate case records and current computer database (Wisacwis) information on active cases.
22. Regular attendance and punctuality required.
23. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Child Protective Services System.
- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Knowledge of agency policies and procedures.
- Knowledge of juvenile justice system (i.e. Chapter 48).
- Knowledge and ability to work in a variety of computer systems.
- Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
- Ability to work cooperatively with and communicate effectively with others.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during probation period.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge 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.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).