



RUSK COUNTY JOB POSITION/DESCRIPTION

POSTION: Social Worker I CFS

Score: 422.5

General Summary:

This is an entry level position within the Children & Family Services unit. Responsibilities of the position include, but are not limited to, child abuse and neglect intake activities, risk assessments, developing and monitoring safety plans, and coordination and facilitation of Family Preservation activities and objectives.

I. SKILL

Knowledge: (Level 4)

This position requires a bachelor's degree in Social Work or related human service field and licensure or eligibility for licensure as a social worker through the Wisconsin Bureau on Licensing and Regulation. It is expected that licensure will be obtained within two years.

- Working knowledge of the needs and dysfunction's of the recipient group and their need for integrated services.
- Knowledge of Health & Human Service Programs and community based services.

Experience: (Level 1)

No previous experience required.

II. RESPONSIBILITY

Supervision: (Level 1)

Individual Contributor – Responsible primarily for own work assignments. May provide training or assistance to others.

Administrative: (Level 1)

Administrative responsibilities are uncomplicated and routine

Customer Relations: (Level 3)

Customer/public relations involve the explanation of complex program or organizational requirements, rules, guidelines, etc.

- Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts, to help children who face problems such as disabilities, abuse, or poverty.
- Serve on policymaking committees, assist in community development, and assist client groups by lobbying for solutions to problems.
- Explains the scope of the Department's services to the consumers in order to define his/her rights and responsibilities in relation to services.

Government Relations: (Level 2)

The position works with other governmental agencies/officials in carrying out their prescribed activities or requirements. They may be the primary resource/contact person for outside agencies/entities for clarifying and interpreting rules and the impact of law changes.

Safety of Others: (Level 2)

This position is responsible for the safety of others on the job.

Complexity of Duties: (Level 2)

Duties are somewhat semi-routine.

- Develop and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided.
- Maintains documentation that meets professional/ billing expectations and program standards. Prepares correspondence, reports, and other records as required.
- Ability to collect, organize/summarize data, performs assessments, make appropriate independent decisions and communicate effectively.

III. WORKING CONDITIONS**Environmental:** (Level 1)

Usual office working conditions – comfortable work environment.

Valid Wisconsin driver's license and an available automobile.

Physical Demand: (Level 2)

The job entails moderate physical demands and ability to work under/manage emotionally stressful conditions over a sustained period. Participation in the On Call rotation which includes afterhours and weekend responsibilities as it relates to Adult Protective Services, Behavioral Health Crisis Intervention and Child Protective Services.

Additional Duties and Responsibilities:

- Interview clients individually, in families, or in groups, assessing their situations, capabilities, and problems, to determine what services are required to meet their needs.
- Counsel individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care, and/or medical care.
- Counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students' problems and arranging for needed services.
- Consult with parents, teachers, and other school personnel to determine causes of problems such as truancy and misbehavior, and to implement solutions.
- Counsel parents with child rearing problems, interviewing the child and family to determine whether further action is required.
- Collect supplementary information needed to assist client, such as employment records, medical records, or school reports.
- Provide, find, or arrange for support services, such as child care, homemaker service, prenatal care, substance abuse treatment, job training, counseling, or parenting classes, to prevent more serious problems from developing.
- Refer clients to community resources for services such as job placement, debt counseling, legal aid, housing, medical treatment, or financial assistance, and provide concrete information, such as where to go and how to apply.
- Arrange for medical, psychiatric, and other tests that may disclose causes of difficulties and indicate remedial measures.
- Work in child and adolescent residential institutions.
- Evaluate personal characteristics and home conditions of foster home or adoption applicants.
- Place children in foster or adoptive homes, institutions, or medical treatment centers.