

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

	DRAFT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/>
Position Title: SOCIAL WORKER – CHILDREN	Department: Social Services
Immediate Supervisor’s Position Title: Social Worker Supervisor	FLSA Status/Pay Classification Code: Non-Exempt
Original Description Date: January 1998	Revised Date: August 2013
Oversight Committee: Social Services Board	Approved Date:
Approved by: Social Services Board	Approved Date: HR – 9/10/13

Job Summary:

Within the parameters of federal, state, county and agency guidelines, procedures and laws, performs social work activities for Child Protective Services. All duties are performed under the guidance and direction of the Social Services Director and Social Worker Supervisor.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Under State of Wisconsin Chapters 48/938 criteria, conducts child abuse and neglect investigations, provides protective services and supervision of children in substitute care. Testifies in court as needed and appropriate.
2. Works with families to provide the services necessary to prevent or reduce the length of time of out-of-home placements.
3. Reviews requests and referrals for agency services, determines services needed and works with clients and appropriate agencies for the provision and follows-up of these services.
4. Develops appropriate case plans with follow-up and revisions as needed.
5. Maintains case records to include pertinent, current, accurate information and correspondence, reports and other required documents.
6. Assesses eligibility for Kinship Care and maintains all appropriate records and documentation.
7. Works with Juvenile Intake, Indian Child Welfare, law enforcement and other appropriate agencies to assure services are provided that are in the best interest of the child, the family and the community.
8. With the Director's approval, participates in meetings and on committees appropriate to Child Protective Services issues.
9. Provides training and education to other agencies and the general public on Child Protective Services.
10. As assigned: licenses foster homes, conducts step-parent adoption studies, supervises visitation, and conducts independent investigations.
11. Performs assigned intake duties.
12. Back-up to Juvenile Intake Office as needed.
13. Consults with supervision on cases, including case status.
14. Attends required training to maintain social work certification or licensure.
15. Provides mentoring as requested or required to coworkers.
16. Responds to after-hour child protective services reports and makes placements as necessary; responds to after-hour juvenile justice office intakes involving non-secure placements.
17. Assists with emergency planning activities, such as registration, relocation and shelter for persons subject to disasters. Participates in on-call for emergencies as advised by the Emergency Management Department.
18. All other duties as assigned.

