

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

**DRAFT**  **FINAL**

<b>Position Title:</b> JUVENILE INTAKE COORDINATOR	<b>Department:</b> Juvenile Intake
<b>Immediate Supervisor's Position Title:</b> Director – Social Services	<b>FLSA Status/Pay Classification Code:</b> Exempt
<b>Original Description Date:</b> February 1999	<b>Revised Date:</b> May 2, 2016, January 10, 2018
<b>Oversight Committee:</b> Social Services	<b>Approved Date:</b>
<b>Approved by:</b> Human Resources Committee	<b>Approved Date:</b>

**Job Summary:**

The Juvenile Intake Coordinator is responsible for coordinating the operations of the Juvenile Intake Office and performing intake and dispositional duties on youth pursuant to court orders and state statutes. In addition, within the parameters of federal, state, county and agency guidelines, procedures and laws, performs social work activities for Child Protective Services as needed. The person exercises professional judgment and initiative within policy guidelines established by the County Board, under the supervision of the Social Services Board, and reports to the Director of Social Services.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises the operation of the Juvenile Intake Office by overseeing the provision of intake and dispositional services to all referred juveniles and staff, being available to consult with the Social Services Director on planning short and long term goals for the office, and with the Social Services Director and Financial Services Coordinator on budget needs.
2. Under State of Wisconsin Chapter 938 criteria, performs intake duties in accordance with state statutes which includes but is not limited to conducting intake inquiries, referring cases to the District Attorney for further action, and entering into deferred prosecution agreements.
3. Under State of Wisconsin Chapter 48 criteria, conducts child abuse and neglect investigations, provides protective services and supervision of children in substitute care. Testifies in court as needed and appropriate.
4. Cooperates and coordinates with, and affirmatively reaches out to various local and state agencies and offices on juvenile justice matters. These agencies and offices include but are not limited to the Circuit Court, the Department of Social Services, law enforcement agencies, and outside agencies such as the local schools, treatment providers, and the restorative justice program.
5. Provides community education as requested and approved by Social Services Director.
6. Coordinates and implements evidence-based practices into case management and prevention programs.
7. Co-ordinates equipment maintenance/repair such as GPS equipment, drug tests and agency vehicle and coordinates vehicle maintenance with Social Services Administrative Assistant II.
8. Supervises and works with juveniles and their families pursuant to court orders and state law. This includes, but is not limited to supervising youth under dispositional orders and other forms of court supervision to ensure their compliance with their orders and treatment plans; preparing reports and other documents for the Circuit Court; setting up individual treatment plans; and obtaining appropriate services as needed or desired for youth and developing resources toward that end.
9. Assists in the provision of custody intake services pursuant to the provisions of Chapters 48 and 938 of the Wisconsin Statutes. The Juvenile Intake Coordinator is part of a formal rotating on-call system providing after-hour intake services for the Juvenile Intake, Adult and Child Protective Services Units.
10. Makes an affirmative effort to help juveniles comply with restitution and/or community service obligations. This includes but is not limited to counseling youth concerning job assignments; arranging community

service work sites which will accept youth for this purpose; and collecting and ensuring restitution payments are receipted in accordance with department policy; and other duties as deemed necessary for the efficient operation of the restitution and community service programs.

11. Oversees the secure placement of juveniles as appropriate.
12. Supervises and directs the activities/work of the Juvenile Intake Staff. Provides guidance and direction to employees in agency concerning procedures such as investigation and enforcement techniques. Works with the Director of Social Services and the HR Department as appropriate in staff matters. Communicates policy changes and other pertinent information to staff.
13. Maintains strict confidentiality regarding Juvenile Intake Office and Juvenile Court records and operations.
14. Recommends to the Social Services Board and make appropriate changes to procedures and policies as necessary.
15. All other duties as assigned or as necessary for the effective and efficient operation of the Juvenile Intake Department.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	<b>Major field of study or emphasis:</b> Related field - Accredited school of social work or educational program as approved by the State of Wisconsin Social Work
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

**B. Licensure/Certification:**

<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>• Valid WI Driver's license and adequate auto insurance.</li> <li>• Current State of Wisconsin Social Work license or acquire the license within the six month probationary period.</li> <li>• Within six month probationary period must successfully complete all assigned training programs.</li> <li>• Within one year, must successfully complete Basic Juvenile Intake Training.</li> </ul>

**C. Required Work Experience:**

<input checked="" type="checkbox"/> <b>In addition to Education/Licensure</b>	<input checked="" type="checkbox"/> <b>Instead of Education/Licensure</b>
Prior experience in related field is preferred	

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Ability to objectively and effectively supervise and resolve complex problems when required
- Ability to work with the public in a friendly, helpful, courteous and cooperative manner.
- Ability to represent the agency to the public in a non- judgmental and non-detrimental manner.
- Ability to work with people from diverse backgrounds with understanding and respect.
- Ability to maintain agency and client confidentiality at all times.
- Knowledge of the economic and social conditions of the county.
- Ability to learn and apply state and federal program guidelines and laws.
- Ability to work independently (without constant supervision and specific assignment) and cooperatively with others.
- Must be proficient in, and display: organization, prioritization, written and interpersonal communication,
- Must have moderately difficult math skills, and knowledge and use of contemporary office procedures and equipment.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
Juvenile Intake Specialist	2

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.