

# Children Services Worker

Are you interested in a career that allows you to work with children and families in a Trauma Informed Agency that empowers, educates and supports agency staff to provide services in a caring, compassionate and safe environment? If you have a bachelor degree in a qualifying field, this may be the position you are looking for.

The ideal candidate must have a Bachelor degree in Social Work or other Human Services field such as psychology, sociology, or criminal justice, and be eligible for certification as a Certified Social Worker through the State of WI or already be certified. Applicants with a training certificate or who can obtain a training certificate are encouraged to apply. For more information, please visit: <https://dsps.wi.gov/Pages/Professions/SocialWorkerTrainingCertificate/Default.aspx>.

This is a full-time, 40 hour per week position. This position is Grade J on the Non-Exempt pay plan with a starting 2023 hourly rate of \$26.81 to \$30.64, based on prior experience, plus generous fringe benefit package including:

Excellent Benefit package includes:

- Ability to work from home
- Flexible Work Schedule
- Generous PTO (Paid Time Off) with ability to bank unused hours in future years
- Health Insurance with employer sponsored HRA account OR incentive payment to waive health coverage
- Wisconsin Retirement System participation

The work involves determining the needs of the child/family, arranging needed services, and making referrals to other resources as needed. Position provides opportunities for growth and learning experiences. Supervision is provided. The position also requires limited paid 24-hour on-call duties (approximately 30 days per year).

Must be able to: gather, access and use information in developing case plans; ability to engage families; plan and provide appropriate and effective referrals; knowledge of social work principles and practices; knowledge of laws, regulations, and practices pertaining to social service programs; good oral and written communication skills; ability to maintain accurate records; strong computer skills; have a valid WI Driver's License. Must be able to pass 40 wpm typing test.

Job description and required Oneida County application can be found at [www.co.oneida.wi.us](http://www.co.oneida.wi.us) under the Employment tab. Completed applications, along with resume and transcripts should be emailed to [jlueneburg@co.oneida.wi.us](mailto:jlueneburg@co.oneida.wi.us) or mailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501.

**Deadline to apply is Monday, June 12, 2023 at 8:30 a.m.**

*Oneida County is an Equal Opportunity Employer*

## **Oneida County Job Description**

**Job Title:** Social Worker  
**Department:** Social Services  
**Reports To:** Social Work Supervisor  
**FLSA Status:** Nonexempt  
**Prepared By:** Mary Rideout, Social Services Director  
**Prepared Date:** March 2022  
**Approved By:** Lisa Charbarneau, Human Resources Director  
**Approved Date:** March 2022  
**Reviewed Date:** March 04, 2022

**SUMMARY** The work involves determination of family and individual needs, provisions of appropriate services, and referral to other resources as needed. Employees of this class may be assigned to other program areas. Regulated supervision is provided as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Determine through interviews, home visits, and investigations the nature of the family issues and concerns and range of services needed for assigned cases.

Develop plan of treatment to provide services or make referrals to address identified needs and maintain contact, and complete timely case reviews.

Provides accurate and timely completion of computer forms, initial contact documentation, contracts, dictation, and all other forms and documentation within procedures and time frames as required by the Federal and State Government and also within Oneida County Department of Social Services guidelines and procedures.

Assists applicants in locating and utilizing other community resources.

Conforms to Federal, State, and Oneida County Department of Social Services policies and procedures regarding professional conduct and service delivery to insure the health and safety of those served by the agency and community members.

Provides appropriate and timely protective services on an on-going basis following through to ensure the delivery and effectiveness of such services so as to ensure the health and safety of those served by the agency and other community members.

Investigates referrals of child or adult abuse and/or neglect. Determines safety needs of individuals and families. Monitors ongoing concerns with safety by completing safety checks in the home, drug testing if indicated and collateral contacts with other agency professionals and family members.

Provides accurate and timely completion of court documents, studies, court reports and case reviews in compliance with Federal, State and Department policies and procedures.

Perform Juvenile Court Intake, as assigned; including responding to 24-hour call for Child Abuse and Neglect, Youth Justice, to protect the safety and well-being of those served by the agency and other community members.

Coordinates actions with the Oneida County District Attorney's office and Corporation Counsel office including completing the required forms, petitions, orders and other paperwork. Testifies within departmental and Chapter 48, 51, 55, 938, and 880 procedures and time frames so as to protect the safety and well-being of the those served by the agency. Testify in Criminal or Family Court Cases if subpoenaed.

Attend in-service training, staff development activities, conferences and meetings as directed. Maintain Social Work Licensure by completion of 30 continuing Education Credits every two years including a mandatory training on Ethics and Boundaries.

Complete court reports ordered by the Oneida County Circuit Court. Furnish the Court system with complete, accurate and reliable studies and complete investigations as assigned by the Court.

Understands and complies with rules of confidentiality. Complies with the vision of trauma informed care that empowers, educates, and supports agency staff to provide services in a caring, compassionate and safe environment.

Participate in the Oneida County Emergency Management Plan as needed and directed by the plan.

Any other duty as assigned.

## **SUPERVISORY RESPONSIBILITIES**

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to gather, assess and use information in developing case plans.

Ability to plan and provide appropriate and effective referrals.

Ability to engage people with a trauma informed approach.

Knowledge of the principles and practices pertaining to social work.

Knowledge of laws, regulations and practices pertaining to social service programs.

Strong computer skills.

## **EDUCATION and/or EXPERIENCE**

Graduation from a four-year college or university with a degree in Social Work or related field.

## **LANGUAGE SKILLS**

Good oral and written communication skills.

**MATHEMATICAL SKILLS**

Basic math skills.

**REASONING ABILITY****CERTIFICATES, LICENSES, REGISTRATIONS**

Must be certified by the State of Wisconsin as Certified Social Workers.

Must achieve MA Case manager qualifications on or before 2nd year of employment.

Valid Wisconsin Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sitting

Driving

Moderate lifting – children, car seats

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment

Community work

Home visits

Travel