

SOCIAL WORKER
HEALTH AND HUMAN SERVICES

POSITION DESCRIPTION

I. Position Summary.

This position is in the Social Work classification under the general supervision of the Division Administrator. Make independent decisions involving the social, mental, economic, and/or physical readjustment of clients, including the decision to establish a service plan through a professional assessment process.

II. Essential Duties and Responsibilities.

1. Responsible for providing services, counseling, information and case decision making
2. Participates in an intake process including intake assessment, information and referral
3. Responsible for case management, counseling, screening and assistance with applications for related services
4. Securing and reviewing appropriate related information such as school reports, psychological evaluations, medical records, employment records or financial information
5. Coordination with collateral agencies
6. Procurement and monitoring of necessary equipment and services
7. Participates in conferences concerning difficult cases
8. Attends in-service training, seminars, conferences and workshops to improve their skills
9. Participates in training on current legislations, administrative rules, program requirements and service deliver will also occur
10. On-call responsibility includes alternating daily intake and alternating after hours juvenile intake
11. Organizes data for state and local reviews or reports, and maintains complete and accurate records for the department
12. With experience and knowledge will make decisions on specific cases and will monitor results of different interventions in order to make recommendations on program or agency policy development

III. Educational Requirements

1. Educational requirements:
 - Bachelor's Degree from an accredited college or university in Social Work, and be certified or certifiable as Social Worker. Completion of the Social Work "Core" courses or similar courses may be required
2. Certificate as Social Worker, or
3. Temporary certificate as Social Worker and certified as a Social Worker within six months of beginning employment.

IV. Knowledge, Skills, Licensure and Experience Required.

1. Knowledge of Wisconsin Public Human Services System, including applicable laws, rules, and policies
2. Knowledge of human growth and development
3. Knowledge of client and agency communication skills
4. Knowledge of juvenile court intake
5. Knowledge of specific community resources
6. Ability to relate to people unprejudiced and understanding manner
7. Work cooperatively and effectively with the public
8. Plan and organize work to effectively achieve program objectives
9. Work effectively with time constraints, crisis situations and regular program changes, and be flexible in scheduling
10. Ability to interpret laws, rules and regulations and to apply them
11. Ability to write and speak professionally, when completing court reports, or in giving courtroom testimony
12. Ability to participate in and utilize available supervision
13. Knowledge and abilities in crisis intervention and conflict resolution
14. Valid Wisconsin Driver's license
15. Expected to maintain automobile liability insurance
16. Materials and equipment used:
 - Motorized vehicle
 - General office equipment
 - Dictation equipment

V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 25 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.