POSITION DESCRIPTION

JOB TITLE: Human Services Worker **DEPARTMENT: Department of Human Services Children, Youth and Families Services**

DIRECT REPORT TO: Children, Youth and Family Services Supervisor and/or Manager

GRADE: 17 **SALARY RANGE:** See current wage scale

POSITION: Full Time, Non Union, Non-Exempt

A. ESSENTIAL FUNCTINS AND GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

- Knowledge of social work theory and practice.
- Knowledge of childhood development.
- Ability to assess client needs and develop a plan of service.
- Ability to develop positive relationships with clients.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain records and files in accordance with state administrative codes and agency policies.
- Knowledge of Chapter 48 of Wisconsin Statutes.
- Knowledge of investigative techniques as they pertain to investigation of alleged child abuse and neglect.
- Ability to make independent judgments.
- Ability to develop positive relationships with agency staff and law enforcement.
- Make studies of individuals and families in need of social services.
- Provide counseling and follow-up services individually or as a member of a family based services team in situations of child abuse neglect.
- Interview children taken into physical custody and other available concerned parties.
- Provide services to families experiencing emotional, behavioral and/or adjustment problems.
- Provide protective payee for clients requiring these services.
- Make determination of release or custody of child.
- Provide services for children entering foster care or alternate placement.
- License and relicense foster homes.
- Initiate court action for termination of parental rights.
- Researches case histories, reviews, updates and maintains case records containing pertinent, accurate and current information.
- Prepares correspondence, reports and other records.
- Complete court reports and permanency plans.
- Attend and testify at court hearings.
- Provide 24-hour crisis intervention (on-call) services.
- Other duties as assigned.

B QUALIFICATIONS/EDUCATION/EXPERIENCE:

- Minimum of Bachelor's degree in Social Work
- Must possess or obtain appropriate social work Certification/Licensure.
- Must possess a valid driver's license.

C. ENVIRONMENTAL WORKING CONDITINS AND PHYSICAL DEMANDS OF THE POSITION:

- No physical significant demands.

D. EQUIPMENT USED:

- Qualified person should be familiar with dictating equipment, calculators and computers.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

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