

## POSITION REVIEW

### Child Protection Intake Social Worker

- a. **Job Description.** The Child Protection Intake Social Worker position was reviewed and amended as needed to meet the current job expectations.
- b. **Job Designation.** This is a Bachelor's Degree position requiring a degree in Social Work or a closely related field. The individual must be certified as a Social Worker in Wisconsin or meet the criteria to be certified. The starting wage is \$20.43.
- c. **Necessity.** This position primarily provides Initial Assessments, Protective and Safety Plans for Children alleged to be abused or neglected. This position also has court related functions as well as afterhours on-call. This position is funded through Basic Community Aids as well as County tax levy.
- d. **Evaluation of Existing Staff.** This is the only position at the agency that performs this function. This position is being vacated for a due to staff resignation to remain home subsequent to birth of a child.

10/2016

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** CHILD PROTECTION INTAKE WORKER

**DEPARTMENT:** HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES UNIT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** CHILDREN & FAMILY SERVICES UNIT MANAGER

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### **SUMMARY:**

To assess incoming child abuse/neglect reports and incoming child welfare reports using the Wisconsin Model when appropriate; interview children, family members and collateral contacts; develop protective and safety plan for children including providing voluntary and/or involuntary services to the family to ensure protection of the child(ren); conducts home studies, custody studies and step-parent adoptions.

### **DUTIES AND RESPONSIBILITIES:**

- Assess and provide services to children and their families - doing home visits, interviewing children, caretakers, collateral contacts, transporting children, making referrals for services, deciding validity of child abuse/neglect and child welfare reports and developing protective and safety plans. Writing initial assessments, service documentations, protective plans, safety plans, making telephone calls, and making collateral contacts.
- Court functions including on-call juvenile court intake, court appearances on Child in Need of Protection and/or Service (CHIPS) petitions to remove children and/or provide service to families; conducting custody studies, home studies and step-parent adoptions.
- Other time is spent in unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

### **SKILLS AND ABILITIES:**

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, and federal and state policy and procedures especially as it relates to child abuse/neglect and child welfare. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer, camera, measuring devices, fax machine and automobile. A video camera may be used to tape interviews in some cases.

**QUALIFICATIONS: EDUCATION:** Bachelor's degree in Social Work or closely related field that allows for certification.

**EXPERIENCE / JOB KNOWLEDGE:** Must be certified or certifiable as a Social Worker in Wisconsin.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent using low fingering (writing) and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

**ENVIRONMENTAL DEMANDS:** Over 75% of work is done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. 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 rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and 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.

January 2004; 9/16

Approved County Personnel 10/20/2016