

**Jefferson County
Position Description**

Name:		Department:	Human Services
Title:	Child Protective Services Ongoing Professional I	Pay Grade: 8	FLSA: Non-exempt
Date:	March 2015	Reports To:	Child Protective Services Supervisor

Purpose of Position

The purpose of the position is to provide services and organize resources for families that are involved with the Department due to legal findings of child maltreatment.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collaborates staffings/meetings with other service providers to ensure informed decision making and to facilitate necessary services that are in the best interest of the families while ensuring child safety.
- Prepares and provides court testimony at court hearings representing the best interests and safety of the children.
- Documents and reports all interactions in compliance with departmental policies and Wisconsin State Statutes accurately and timely including but not limited to: assessments, plans, evaluations, reviews, progress notes, and reports.
- Assesses safety and welfare of children through face-to-face and collateral contacts with family, care providers, translators, medical providers, school staff, probation and parole, and resources within Human Services and determines appropriate course of action.
- Provides crisis management by assessing stability of the children and parents, developing appropriate solutions and ensuring crisis resolution in relation to: mental health, housing, new allegations of abuse and neglect, non-compliance with court conditions, and children and/or parents being a threat to themselves or others.
- Coordinates all aspects of the supervised family interactions including assessing parental protective capacities, ensuring the parent/child bond, implementing curriculum, teaching parenting skills, collaborating community resources.

- Provides ongoing education and training to case managers and promotes community outreach and awareness regarding child abuse.
- Provides families guidance regarding: employment, housing, education, budgeting, community resources, maintaining sibling contact, and maintaining/modifying family interaction plans.
- Arranges transportation for medical appointments, therapy, staffings, and pre-placement visits.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Social Work or related field and two years relevant work experience required. Wisconsin Social Worker Certification or Certification plan on file. Valid motor vehicle operator's license required. Advanced training or experience with Reactive Attachment Disorder, mental health diagnosis and medications, sexual abuse, and domestic violence preferred. Knowledge of the EWISACWIS system preferred.

Other Requirements:

Training: Requires completion of Core Trainings as determined by Human Services and/or regulations, which are subject to change.

Work Conditions: Requires working conditions which may risk exposure to adverse environmental conditions including verbal/physical aggression, instability, as well as possible unsafe and unsanitary conditions.

Jefferson 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 and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date