



## **Job Title: Child Protective Services Ongoing Case Manager/Social Worker**

**Department:** Health & Human Services

**Position Reports to:** Child & Family Services Manager

**Pay Grade Level:** Case Manager Carlson-Dettmann G  
Social Worker Carlson-Dettmann H

**FLSA Status:** Non-Exempt

**Position Status:** Full Time

### **JOB ANALYSIS**

This position is responsible to provide supervision and case management of child protective services cases within Marinette County. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

### **ESSENTIAL JOB FUNCTIONS**

- A. Interview and observe children and adults to collect information.
- B. Provide counseling and supervision services for children and families in need of protection and/or services.
- C. Provide case management and supervision for alternative care cases.
- D. Provide crisis intervention and counseling.
- E. Place children in alternative care when needed.
- F. Complete necessary forms/reports to maintain legal compliance.
- G. Provide juvenile court services as needed.
- H. Participate in unit meetings when required.
- I. Explain policies and procedures to families.
- J. Provide feedback to supervisors/case workers regarding cases.
- K. Adhere to mandated timelines as required by the state EWISACWIS system.
- L. Assist families in arranging for emergency food, housing needs, transportation, counseling and applying for SSI or other state/federal assistance programs.
- M. Visit client homes to monitor family situations; maintain contact with schools, physicians, health department, Assistant District Attorney, Corporation Counsel, law enforcement officers, attorneys, Juvenile Court and other service agencies concerning children/youth status and to obtain information as part of the role of this position.
- N. Provide services to court, advocate for client, file reports and provide testimony.
- O. Prepare reports containing recommendations concerning the client and family.
- P. Work with confidential records.
- Q. Participate in Agency's rotating system of "After Hours" Intake coverage.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- C. Operate modern office equipment.
- D. Communicate effectively orally and in writing.
- E. Present information to management, small groups and individual situations.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- H. Add, subtract, divide and multiply.
- I. Apply common sense understanding to carry out simple instructions.
- J. Apply procedures and interpret instructions accurately.
- K. Perform effectively under tight time frames and demanding schedules.
- L. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- M. Explore and research problems effectively to ensure positive results.

- N. Work as team player in the absence of or with minimal supervision.
- O. Manage unexpected changes within job duties.
- P. Demonstrate working knowledge and application of eWISACWIS.
- Q. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- R. Work independently and exercise sound professional judgment.

## **QUALIFICATIONS**

### **Case Manager**

- A. Requires a Bachelor's degree in Social Work or closely related field; Child Welfare Tract preferred.
- B. Prefer experience in Child Protective Services or Child Welfare.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires successful completion of the Juvenile Intake Training as soon as able to through State.

### **Social Worker**

- A. Requires a Bachelor's degree in Social Work or closely related field; Child Welfare Tract preferred.
- B. Prefer experience in Child Protective Services or Child Welfare.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires an active Wisconsin Social Work Certification.
- F. Requires successful completion of the Juvenile Intake Training as soon as able to through State.

## **ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. Interact with abusive and/or difficult individuals occasionally.
- F. Work in a fast-paced high-pressure position.
- G. Exposed to body fluids and communicable disease.

## **PHYSICAL DEMANDS**

- A. Requires good hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to 25 pounds frequently, occasionally in excess.

## **ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Possess and maintain all State/Federal required licenses/certifications.

Note: A CPS Ongoing Case Manager shall move to CPS Ongoing Social Worker level/pay after completion of and providing proof of acquiring all Qualifications required for CPS Ongoing Social Worker level/pay.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE 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 ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

Prepared: 04/04  
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10/08/2017 Updated to new pay scale.

Revised: 01/2020  
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03/31/2020 FLSA status changed to Non Exempt per County Board motion.

Revised: 11/2021 & 12/2021  
Approved: 12/29/2021 (Administrator & Human Resources Director)

01/25/2022 Positions approved by County Board