

**Social Worker/Case Manager: Initial Assessment Unit**

Washington County, located in West Bend, Wisconsin has an excellent opportunity for a full time Social Worker. Under the general supervision of the Family Services Supervisor, provides primary intake duties as defined in Chapter 48 of the Wisconsin State Statutes to conduct child maltreatment investigations alongside child safety assessments. Works closely with community providers, law enforcement, and social workers to assess child safety and make CPS intake decisions.

Qualified candidates must possess:

- Bachelors or Masters degree from an accredited four-year college or university with a major in Social Work and the ability to be certified as a social worker in the State of Wisconsin within 6 months of hire. OR
- Bachelors or Master's degree in related field and two years' relevant experience Priority to candidates who have experience working with children and families in the capacity of child welfare, youth justice or mental health.
- Non-social work degreed candidates must be willing to successfully complete an accredited social work certificate program within three years and be certified as a social worker in the State of Wisconsin 6 months post completion of the program.

Starting salary: \$60,120.00 – 79,942.00 (based on experience).

Washington County offers excellent benefits which include health, dental and life insurance, Short Term and Long Term Disability; Medical and Dependent Flexible Spending Accounts; Wisconsin Retirement System and Wisconsin Deferred Compensation (IRS 457); Holidays and Paid Time Off (PTO); fitness center and tuition reimbursement.

Please visit our website at [www.washcowisco.gov](http://www.washcowisco.gov) to complete our online application. If you have any questions, please call (262) 335-4633. Thank you for considering Washington County.

**Position Summary:**

The primary function of this position is CPS Initial Assessment. This position is cross-trained on CPS intake and juvenile intake in order to meet the statutory requirements for intake under 48.067 and 938.067.

CPS Initial Assessment is the process responding to child maltreatment reports that are screened-in per Chapter 48 and meet statutory requirement for a child abuse and neglect investigation.

1. Assigned child maltreatment reports that are screened-in for a maltreatment investigation
2. Complete the initial investigation within the statutory timeline of 60 days
3. Conducts face to face interviews of all household members to collect evidence to make a maltreatment determination
4. Conducts face to face interviews with all household members to complete a child safety assessment per WI Safety Intervention Standards.

5. Use the information collected from the investigation to make a CPS intake decision per Chapter 48 to the county attorney's office.
6. Refer children and families to necessary community services.

CPS Intake is the process of receiving, analyzing, and documenting reports of alleged child maltreatment. The functions of CPS Intake are to:

1. Receive and document reports of alleged maltreatment from the community,
2. Identify families that the CPS system must respond to,
3. Identify potential active safety threats to determine the urgency of the response time, and
4. Initiate an assessment of child safety and family strengths.

Juvenile Intake is the process of receiving, analyzing, and documenting requests of juvenile criminal charges. The functions of juvenile Intake are to:

1. Receive and document law enforcement and truancy referrals
2. Identify and screen juveniles that are taken into custody and make custody decisions
3. Conduct intake interview and initiate an assessment of child and family strengths.
4. Make recommendation to district attorney regarding action on legal referrals pursuant to 938.067

**Duties/Responsibilities:**

The following duties are normal for this position. Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements.

**Child Protective Services Initial Assessment Duties:** In accordance with Chapter 48, conducts maltreatment investigations to determine if maltreatment occurred and to make a child safety decision under the WI Safety Intervention Standards. The investigation is completed within 60 days of the social worker receiving the case. Face to face interviews are conducted to collect evidence and information to make safety and maltreatment determinations. This position works closely with law enforcement to conduct these investigations. The social worker will use the information and evidence collected to determine if the child(ren) are in need of protection or services, if so, then the social worker will prepare necessary court documents to file a petition with the county attorney's office.

**Child Protective Services Intake Duties:** In accordance with s.48.981(3)(c), gathers information from reporter as to the alleged maltreatment, the function of the child(ren), parents, family unit and family's response to intervention. Gathers information from other providers or community resources as to the vulnerability of the child(ren). Provides written documentation and initial screening decision to the Family Services Supervisor for final screening decision and possible case assignment. If required, the intake social worker will respond mobile and make initial face to face contact to assess child safety and take protective action if necessary--- including developing and initiating safety plans or taking temporary physical custody of the child(ren). They may also be requested to assist an Initial Assessment Social Worker with transportation of a child at the time of taking temporary physical custody, medical appts, court hearings, etc. as needed.

**Youth Justice Intake Worker Duties:** In accordance with 938.067, the intake social worker will receive information from Law Enforcement when a youth is alleged to have committed a crime. The intake social worker will gather information from the law enforcement officer regarding the youth behavior,

the surrounding circumstances and the outcome of the youth behavior. The intake social worker will review agency records and collateral information to make custody recommendations regarding the youth remaining in the home, going to a non-secure placement, or a secure placement in juvenile detention. If placement is warranted, the intake social worker will respond out and complete the temporary physical custody request.

**Decision Making:**

This position is cross-trained on initial assessment, CPS intake, and juvenile intake functions. The Initial Assessment Social Worker may perform decision making regarding taking children into custody under intake worker statutes 48.067 and 938.067.

The Initial Assessment Social Worker will make maltreatment and child safety decisions per Chapter 48 and uses the WI Safety Intervention Standards to make safety decisions when out in the field. The Initial Assessment Social Worker must be able to work independently in the field.

**CPS Intake Decision Making:** The social worker will assess the information received and make a recommendation to the Family Services Supervisor accepting for initial assessment any report which suggests that there is reason to believe a child under 18 years of age may have been subjected to treatment which meets a definition of abuse at s. 48.02(1), Stats., or the definition of neglect at s. 48.981(1)(d), Stats., or has been subjected to treatment that threatens the child with abuse or neglect and there is reason to believe that abuse or neglect will occur. The intake social worker will also assess for danger threats at the point of Access. Based on the safety decisions made at the point of Access, the Intake Social Worker will also make a recommendation of when the first initial face to face contact will occur with a family who has been screened in for services.

**Juvenile Intake Decision Making,** the social worker will assess the information received by law enforcement and per agency record check to make custody decisions for youth who are alleged to have committed a crime per 938.067. The Intake Social Worker will consult with the Family Services Supervisor regarding the custody decision.

**Interaction:**

There is daily interaction with families, law enforcement, legal professionals, hospital personnel, mental health professionals, schools, and other community providers.

**Essential Knowledge and Abilities:**

Knowledge of Chapter 48 Children's Code and Wisconsin State CPS Standards for Access, Initial Assessment and Safety Intervention. Knowledge of Chapter 938 Juvenile Justice Code. Basic understanding of child development, childhood trauma, mental health and alcohol or drug addiction, knowledge of current social and economic problems and the way in which these issues affect families.

Exceptional telephone, communication and computer skills are essential to this position. Ability to multi-task completing several functions at the same time that coincide with one another. Ability to prioritize competing tasks in a rapid fashion. Ability to think critically and problem-solve in crisis situations and de-escalate conflictual situations. Work environment can be hostile, fast paced and at times highly volatile.

Ability to fulfill physical demands of job, sensory demands (seeing and hearing) and cognitive demands (concentration, conceptualization, memorization).

Washington County is recognized for our commitment to providing quality services to the citizens of our community. Our team members embrace the challenge of meeting goals and expectations. Every day we work to creatively problem solve, innovate and collaborate as a team to meet customer needs and deliver solutions.

**Our Mission:**

We create an environment for residents and businesses to enjoy our authentic quality of life through a well governed and administered county dedicated to safe and secure communities; economic growth and vitality; effective mobility and reliable infrastructure; and access to basic needs.

**Our Vision:**

Washington County strives to cultivate its rich heritage, vibrant economy and attractive communities through the distinct values that define us.

**Our Values:**

Respect, Optimism, Integrity, Innovation, Compassion, and Collaboration.

Washington County is an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individuals with Disabilities