

Richland County

Position Description

Position Title: Children and Youth Lead Social Worker **Department:** Health and Human Services

Reports to: Child and Youth Services Manager **Pay Grade:** 15

Date: October 2025 **Hours per week:** 40

Purpose of Position

To assist the unit manager in providing guidance to the staff of the unit and the work they conduct. Provide guidance to staff while utilizing state statutes and standards. Ensure that the families and children of Richland County are being served to the highest standard.

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.

- Assist the unit manager in providing guidance and training to the Child and Youth Services staff on case work, working with children in out-of-home care, and parental conditions of reunification. Train staff to efficiently and effectively utilize Wisconsin State Statutes and Standards for Child Welfare/Youth Justice work.
- Participate in supervisory regular and after hours on call when the manager is not available. Conduct screening decisions on CPS reports received by the unit, assign workers to investigate abuse or neglect cases.
- Carry a small caseload with case management responsibilities to include investigating allegations of abuse or neglect, youth justice referrals, ongoing case management, etc.
- Demonstrate the ability to assess safety consistently to include client safety, staff safety, personal safety, etc.
- Arrange work schedule to be able to accommodate for last minute changes to support staff in emergency situations.
- Work cooperatively with other agencies/departments to include law enforcement, court staff, attorneys, state DCF workers, and departments that provide services to the clients that CYS serves.
- May approve documents of staff when unit manager is not available.
- Participates in regular on-call after hours.
- Act as a model of best practice standards to unit staff with regard to the quality of written work and verbal work. This includes meeting all statutory time frames.
- Provide case consultation and support to staff when the unit manager is not available.
- Participate in committees, trainings and meetings.
- Perform other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work, Human Services, or relevant field with three years relevant experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Driver's License required. Ability to acquire Wisconsin Social Worker Certification. CANS Certification.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Comprehensive knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Comprehensive knowledge of human and child development, child protective services, and youth justice.
- Ability to read, interpret, and apply regulations, laws and policies.
- Ability to provide work direction.
- Ability to deal with conflict and communicate effectively.
- Ability to mentor and train employees.
- Ability to delegate work and review work of staff members.
- Experience and skill with computer data entry.
- Comprehensive knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to be available on-call 24/7,
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies and procedures.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office, community settings, and client residences. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons and offensive language.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland 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 the employer.

Employee's Signature

Supervisor's Signature

Date

Date