

# Richland County

## Position Description

**Position Title:** Social Worker

**Department:** Health and Human Services

**Reports to:** Child and Youth Services Manager

**Pay Grade:** 13 I

**Date:** 09/28/2024

**Hours per week:** 40

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### Purpose of Position

Responsible for providing public protection to children, youth and families, as well as the public through case management services within the Child & Youth Services Unit of Richland County Health & Human Services. Perform social work duties to ensure safety of children, community, and promote the wellbeing of families through child protection, youth justice and child welfare practice.

### 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.

- Perform case management. Duties include home visits; client contacts (home, jail, school); provider meetings; coordinating visits; developing and monitoring protective and safety plans; service referrals; drug testing; coordination and communication with professional partners; and review of collateral documentation such as medical records, case plans, and law enforcement reports. Ensure children are in the least restrictive setting.
- Perform initial assessments. Duties include responses with law enforcement; assessing safety; taking custody when necessary; confrontational and hostile client contacts; forensic interviewing; review of medical or forensic documentation including images, videos and graphic disclosures of abuse or neglect.
- Prepare for and participate in court hearings. Duties include document preparation, hearings, testimony, and follow-up to receive court orders or filings.
- Prepare, file and upload into database case documentation.
- Transport clients for appointments and out of home contacts. Travel to home visits.
- Perform Youth Justice activities including YASI screening, YES Program participation, monitoring conditions, client contacts and supervision, and service referrals.
- Conduct home studies including kinship, licensing, and stepparent adoptions.
- Provide mentoring to new staff and interns.
- Maintain community connections and family relationships for children and youth when serving families.
- Advocate for youth and their families who are being served.
- Assess family needs through evidence-based programs, utilization of mandatory statutes, standards and practice guidelines to refer for needed services.

- Represents Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.
- Maintain current knowledge of program requirements and best practices and participate in continuing education opportunities.
- Participate in 24-hour emergency services coverage rotation. Respond to safety concerns and crisis situations in a manner consistent with the on-call policy and in coordination with law enforcement and other emergency service partners when serving on-call duties.
- 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 one-year 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.

### **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**

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge of human and child development, child protective services, and youth justice.
- Ability to read, interpret, and apply regulations, laws and policies.
- Experience and skill with computer data entry.
- 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date