

Finance and Personnel Committee
Agenda Item Cover

Agenda Item Name: Approve the Creation of a Child & Youth Services Supervisor Position
Agenda Item Tabled at August 4th Meeting

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	November 3, 2020	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	County Board Rule #19 Committee Structure (<i>Finance & Personnel Committee/HHS Board</i>) Administrative Manual (<i>p.2 Job Description Requirements</i>)
Date submitted:	October 29, 2020	Referred by:	

This summary has been updated in the event that the Finance and Personnel Committee decides to consider this tabled agenda item from the August 4, 2020 meeting.

Recommendation: The Health and Human Services Board recommends creating a Child & Youth Services Supervisor position in order to address the supervisory needs in the Child and Youth Services Unit.

Action Language: Approve eliminating one of the existing Child & Youth Services Case Manager positions, create a Child and Youth Services Supervisor position, and name Kayla Williams to the position starting at step 2, grade K of the County Pay Plan. Also approve revising the Definitions section of the Handbook of Personnel Policies and Work Rules of Richland County and the Richland County Wage Scale to include the new position at Health & Human Services, and forward the recommendation onto the County Board for approval.

Background:

1. There is a need for a supervisor level position in the Child & Youth Services Unit.
2. Available funding will not support adding staff to the Unit. This is the reason for proposing to eliminate an existing position in order to create the supervisor position.
3. There is only one case manager in the Child & Youth Services Unit who holds the required experience and credentials for the supervisor position. This is the reason for recommending that a specific staff person be named to the position.

The Wisconsin Department of Children and Families requires that a supervisor conduct screening decisions on child abuse and neglect reports taken by child protection workers. A supervisor is always on-call to conduct supervision, screening decisions, and provide consultation. The Child & Youth Services Manager cannot reasonably be available to cover all daytime and afterhours supervisory responsibilities. Management staff from the Behavioral Health Unit currently fill in for the Child & Youth Manager, but their time needs to be dedicated to their unit responsibilities.

Attachments and References:

Child & Youth Services Supervisor position description (<i>attached</i>)	Carlson Dettmann Job Classification Review Letter (<i>attached</i>)
Richland County Wage Scale – insertion Grade K	County Handbook of Personnel Policies and Work Rules – revise page 4

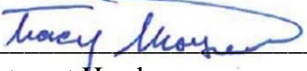
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Financial Review: Carlson Dettmann conducted a job classification review and recommends the position be placed on Grade K of the Richland County Pay Plan. If approved, the financial impact would not be more than \$1,200 in 2020. The increased cost will be covered by existing funds the 2020 budget. The supervisor position expense is included in the 2021 budget.

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	56
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact:		

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)



July 16, 2020

MEMORANDUM

TO: Tracy Thorsen, Health and Human Services Director
Clinton Langreck, County Administrator
FR: Patrick Glynn, Senior Consultant
RE: Job Classification Review

The County requested we evaluate job documentation provided for the classification of Child & Youth Services Supervisor. As the title implies, this classification is a supervisory position with responsibilities for the day-to-day oversight of employees, assisting with the management duties of the division, and other matters associated with ensuring effective service delivery. Our recommended placement is Grade K of the wage structure.

Please let me know if you any questions.

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Child & Youth Services Supervisor **Department:** Health and Human Services

Reports to: Child & Youth Services Manager **Pay Grade:** K

Date: November 17, 2020

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to assist the Child & Youth Services Manager to monitor the workload of the unit, support the staff as needed, and to meet the goals and standards of the Child & Youth Services Unit of Richland County Health and Human Services.

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 or assigned.

- Assist the Child & Youth Services (CYS) Manager in administering the Child & Youth Services Unit using a strength-based family centered approach.
- Encourage families and individual to become full participants in the planning and delivery of services of the unit.
- Promote early identification and intervention to enhance the opportunity for positive outcomes.
- Assist in developing a comprehensive array of services that promote physical, emotional, and mental health of children and families.
- Assist in developing an integrated service coordination to ensure that multiple services are developed and delivered in a coordinated, collaborative, and confidential manner.
- Provide direction and supervision to CYS staff as directed by the CYS Manager.
- Participate in supervisory and regular after hours on-call rotation.
- Assist in training new Child and Youth Services staff on court protocols, procedures, and mandates.
- Conduct screening decision on CPS access calls received by the unit, assign workers to investigate the abuse/neglect cases and offer services to service intakes, which are screened.
- Provide approvals in eWiSACWIS as directed by the CYS Manager.
- Assist in updating policies, procedures and MOU's that pertain to the Child and Youth Services Unit.
- Conduct investigations and initial inquiries into child protection reports and youth justice referrals in accordance with the standards set out in Wisconsin State Statutes 48 and 938 and any other practice guidance in local or State Policy.
- Carry out targeted case management activities for children, youth and families actively receiving services on assigned case load.

- Conduct comprehensive assessments of clients' strengths and needs to determine safety and treatment plan outcomes (CANS Assessments). Ensure that CANS assessments are conducted using a multidisciplinary team approach, inclusive of biological parents' input.
- Utilize assigned legal counsel and the District Attorney's office to consult on legal action required in case management. Ensure that acting attorney is kept apprised of case development and need for legal action in a timeline and professional manner.
- Ensure that all assessments, plans, and third party documentation are entered timely into eWiSACWIS. Where paper files are kept, ensure the accurate maintenance and storage of confidential client files.
- Provide written documentation to the District Attorney and the Courts and tis acceptable for court submission.
- Be able to give evidence in a court of law that demonstrates practice standards that maintain integrity during cross examination, that reflects consideration to both the rights and the responsibilities of the client, and that represents the department and the County as a responsible authority on matters of child protection and youth justice case management.
- Demonstrate the ability to consistently risk assess situations regarding personal safety, client safety and liability for the department and County.
- Maintain a commitment to the promotion of safe and stable families in Richland county, acting timely on voluntary child welfare case and requests for support from the public.
- Strive to achieve permanency for all children placed in out of home care in a timely manner, participating in Permanency Roundtables, where determined by the State Permanency Consultant (SPC) and direct supervisors.
- Ensure that permanency plan hearings are conducted timely according to State requirements to ensure that the department is complaint with Title IV-E determinations.
- Follow the State protocol for ongoing standards, including but not limited to the confirming of safe environments, for children under the supervision and protection of the agency.
- Commit to keeping all administrative case work up to date and accurate for the purpose of safe intervention by any case worker who may be called to act on behalf of a child, youth or family in crisis or emergency.
- Develop a good understanding of the local service providers and their systems of delivery. Collaborate with provider to arrange coordinated client services.
- Assess cases for appropriate closure and provide discharge-planning service. Follow Wisconsin Model standards and close cases with proper documentation in eWiSACWIS.
- Participate in State required training events, maintain current legal practice in both child welfare and youth justice, and seek out development and training in specialist areas that relate to meeting client need.
- Arrange work schedule to meet program and client needs, within reason, and in accordance with the Department and unit policies and supervisor's direction.
- Provide client services as needed within the unit.
- Work cooperatively with law enforcement, the County's appointed legal counsel and Court System to help ensure safety of children in the community and the community itself.
- 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 as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains 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 of 1996, except where State statute allows otherwise.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Social Work or related field with Social Work certification.
- Experience in the field of Child protection and Youth Justice Programs with knowledge of state and federal statutes and standards in Child Protective Services and Youth Justice, in addition to knowledge of normal Child Protection and Youth Justice Protocols.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.
- Ability to learn and use the WiSACWIS child welfare automated tracking system.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with supervisor during the intake, investigative and ongoing case management process.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

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 encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date