



Intake Worker

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE HUMAN SERVICES/ CHILDREN & FAMILY DIVISION

The Children and Family Division of Jefferson County Human Services is designed to provide interventions and services from birth to adulthood. The primary focus of this Division is to provide safety, permanence, and well-being to children and their families.

WHAT YOU WILL DO

To provide high quality and effective services to all families, the Division is looking to hire Intake Worker that specialize in the areas of child welfare and youth justice. This position will primarily be responsible for access-related duties, including receiving and staffing reports of child maltreatment that can include in-person, phone, and written reports, as well as receiving other child welfare and youth justice related reports.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Receive and staff reports of child maltreatment, document disposition, and initiate referrals and follow-ups, as appropriate.
- Ability to multi-task and work with high volume of CPS Reports.
- Work in the office and be able to assist other Intake Workers with investigations when needed.
- Prepare reports that are in compliance with federal, state, and administrative laws, policies, and procedures.

Requirements:

- Bachelor's degree in social work, or closely related field.
- Valid driver's license.

Preferred Requirements:

- Master's degree and/or two years' experience with Licensed Social Worker
- Emergency Mental Health, Juvenile Court Intake Worker, and Motivational Interviewing trainings/certifications
- Substance Abuse Counseling licenses, and Trauma Informed Care training.

Wage & Benefits

The starting hourly wage range is \$30.37 - \$32.12 per hour depending on qualifications.

Full range extends to \$40.89/hour.

Benefit Highlights

- *2 weeks paid vacation* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Life insurance* Wisconsin Retirement System* Health Savings Account * Deferred Compensation Program*
- *Group Life insurance *

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Employees at Jefferson County Value

- *Competitive Pay* Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywisc.gov

Jefferson County is an Equal Opportunity Employer