

**Jefferson County  
Position  
Description**

**Name:** **Department:** Human Services  
**Division:** Child and Family

**Position Title:** Child Protective Services Ongoing Professional I **Pay Grade:** 8 **FLSA:** Non-exempt

**Date:** December 2019 **Reports To:** Child Protective Services Supervisor

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**Purpose of Position**

The purpose of the position is to provide services and organize resources for families that are involved with the Department due to legal findings of child maltreatment.

**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.**

- Assesses safety and welfare of children through face-to-face and collateral contacts with family, care providers, translators, medical providers, school staff, probation and parole, and resources within Human Services and determines appropriate course of action.
- Provides crisis management by assessing stability of the children and parents, developing appropriate solutions and ensuring crisis resolution in relation to: mental health, housing, new allegations of abuse and neglect, non-compliance with court conditions, and children and/or parents being a threat to themselves or others.
- Coordinates all aspects of the supervised family interactions including assessing parental protective capacities, ensuring the parent/child bond, implementing curriculum, teaching parenting skills, collaborating community resources.
- Provides families guidance regarding: employment, housing, education, budgeting, community resources, maintaining sibling contact, and maintaining/modifying family interaction plans.
- Arranges transportation for medical appointments, therapy, staffings, and pre-placement visits.
- Provides ongoing education and training to case managers and promotes community outreach and awareness regarding child abuse.
- Prepares and provides court testimony at court hearings representing the best interests and safety of the children. Identifies, supports, and advocates for permanency outcomes for children in out of home care.
- Collaborates staffings/meetings with other service providers to ensure informed decision making and to facilitate necessary services that are in the best interest of the families while ensuring child safety.

- Documents and reports all interactions in compliance with departmental policies and Wisconsin State Statutes accurately and timely including but not limited to: assessments, plans, evaluations, reviews, progress notes, and reports.
- Practices competent motivational interviewing techniques.
- Supports and enhances a trauma-informed care environment.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may develop.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- None.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Social Work or related field, plus one year of experience; or equivalent combination of education and experience.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Six years related experience and/or training; or a master's degree in Social Work or related field; or combination of education and experience.

### **Other Requirements – Certificates/Licensures**

State of Wisconsin

Social Work Certification.

Division required training.

### **Knowledge, Skills, Abilities**

- Ability to plan and organize work effectively.
- Ability to maintain accurate current records and prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with agency staff, community members, families, and collateral agencies.
- Ability to make assessments and provide or refer for appropriate treatment.

- Ability to manage one's time and emotions in an environment of rapidly changing priorities.
- Ability and comfort in assessing risk and safety planning.
- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to counsel, treat and mediate, which may include providing first line supervision. Ability to persuade and convince others. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory and design data and information such as human service program manuals, forms, reports, rules and procedures, legal briefs and court orders, motions and petitions; Wisconsin Administrative Code; Wisconsin Statutes 48, 51 and 55; and educational curricula.
- Ability to communicate effectively orally and in writing with subordinates, Department Director, other Human Services professional and clerical staff, law enforcement, clients, State DHSS staff, attorneys, Judges, Family Court Commissioner, schools, medical personnel.
- Ability to embrace and nurture a person centered, trauma informed, recovery-oriented framework and culture for service delivery.
- Knowledge of assessment and treatment of persons whom have serious and persistent mental illness including co-occurring disorders.
- Knowledge of the principals and practices of psychotherapy. The knowledge of best practices and the ability to implement them.
- Knowledge of various cultures and diverse populations and ways in which cultural values impact individuals, families, and the community.
- Knowledge of personality disorders and strategies for treatment.
- Knowledge of Dialectical Behavioral Therapy or ability to be trained.
- Extensive knowledge of therapeutic and psychosocial interventions for persons with complex needs.
- Knowledge of the laws, regulations and practices pertaining to DHS 63.

- Knowledge of psychotropic medications, their effect, side effects and abuse potential.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill using Cognitive Behavioral Therapy with clients individually or in a group setting.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposure to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

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Supervisor

Date

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Human Resources

Date

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