



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Social Work Specialist – Resource Support Team

**LOCATION:** Human Services

**HIRING RANGE:** \$29.16 - \$32.40/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 37.5

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

---

## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2023*

**POSITION TITLE:** Social Work Specialist – Resource Support Team

**DEPARTMENT:** Human Services – Child Welfare Services

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Provides professional social work services to facilitate timely permanence for children in out of home care. Acts as a resource to Division social work specialists.

### **ESSENTIAL FUNCTIONS:**

1. Identifies barriers to permanency, tracks progress, and develops strategies in order to achieve permanence in a timely fashion. Assists with data reporting and tracking. Assists with grant writing, tracking and reporting.
2. Partners with social worker specialists with a variety of duties, including but not limited to, coordinating and providing Independent Living program services, guardianships, and family find responsibilities.
3. Performs non-TPR CPS case management duties as needed, including being assigned cases and court work.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Tracks TPR paperwork completion time frames, data around children in out of home care, and grant information.
2. Assists workers in managing grant cases around additional requirements, approvals and time tracking.
3. Effectively manages confidentiality regarding clients, records, and other agency business at all times.
4. Performs work in compliance with federal, state, and county mandates.
5. Produces and maintains assigned case related paperwork efficiently.
6. Treats clients with courtesy and sees that they are provided or referred for needed services.
7. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
8. Applies Trauma Informed Care principles and practices, and demonstrates a strong commitment to fostering a positive, healthy work culture.
9. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Child Welfare Program Supervisor – CPS Resource Support Team.
2. Works with Agency staff and teams within and outside the Child Welfare Division, community service providers, and local legal partners in a collaborative manner.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's or Master's Degree in social work, human services, or a closely related field.
2. Certification or licensure under Wisconsin Statutes chapter 457 as a Social Worker, Advance Practice Social Worker, Independent Social Worker, or Independent Clinical Social Worker; or certified or licensed within two years of hire. A Social Worker Training Certificate per State Statute Chapter 457 does not meet this qualification.
3. Must possess a valid Wisconsin driver's license.
4. Must provide evidence of meeting or exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance.
5. Experience regarding preparation of TPR casework, TPR and guardianship paperwork, and court testimony required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to gather information, organize facts, communicate effectively both verbally and in writing.
2. Working knowledge of State Statutes 48, 51, 54, 55, & 938; knowledge relative to duties of Child Protective Service work and related state mandates.
3. Knowledge of resources and their application to children and families given identified problems.
4. Working knowledge and understanding of "Family Systems" approach, Trauma Informed Care, and commitment to provide trauma informed services.
5. Ability to thoroughly assess family strengths, needs, safety, and risk factors with sensitivity to past traumatic experiences; and incorporate these into appropriate case plans developed in partnership with families.
6. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
7. Ability to work within the agency structure and to accept constructive supervisor instruction and consultative help.
8. Ability to work effectively with DHS employees, clients, and service providers – Permanency work will be completed in a timely and efficient manner requiring case

information and documentation diligence in follow-up with case assigned social work specialists and supervisors.

9. Ability to make social diagnosis and to develop and initiate appropriate social casework treatment.
10. Working knowledge of childhood development and adolescent problems.
11. Possession of basic computer skills with the ability to utilize computer programs to document and track case activity.
12. Knowledge of and adherence to the Social Work Code of Ethics.

**PHYSICAL REQUIREMENTS:**

1. Ability to freely move in the community (such as through possession of a valid driver's license or other means) including access to a vehicle.
2. Ability to access second floors in private homes for purposes of providing services to or taking applications from homebound clients.
3. Ability to lift up to 40 pounds with children and/or children in car seats.