

# **SOCIAL WORKER**

Oneida County Department of Social Services is a Trauma Informed Agency that empowers, educates and supports agency staff to provide services in a caring, compassionate and safe environment.

Oneida County is accepting applications to establish an eligibility list for Social Worker positions. This list will be used to fill current openings for a Children's Services Social Worker and Social Worker/CAAN (Child Abuse and Neglect) Investigator and to fill future vacancies for up to one year. Therefore, applicants who will meet the eligibility requirements within one year are encouraged to apply and forward new information as it becomes available. Starting 2020 hourly rate of \$24.07 to \$29.52, based on prior experience, plus fringe benefit package. This is a full-time 40 hours per week position.

The work involves determination of client needs, provision of appropriate services, and referral of clients to other resources as needed. Opportunities for growth and learning experiences. Supervision is provided. The position also requires limited 24-hour on-call duties (approximately 30 days per year).

Qualified applicant must have a four-year degree in Social Work or related field, and be certified by the State of Wisconsin as a Certified Social Worker or eligible for certification. We will consider applicants with a training certificate. Must be able to: gather, access and use information in developing case plans; ability to engage families; plan and provide appropriate and effective referrals; knowledge of the principles and practices of social work; knowledge of laws, regulations, and practices pertaining to social service programs; good oral and written communication skills; ability to maintain accurate records; have strong computer skills; have a valid Wisconsin Driver's License. Must be able to pass 40 wpm typing test.

Excellent Benefit package includes:

- Ability to work from home
- Flexible Work Schedule
- Generous PTO (Paid Time Off) with the ability to bank unused hours into future years
- Health Insurance with employer sponsored HRA account OR incentive payment to waive health coverage
- Wisconsin Retirement System participation

Complete job description and *required* Oneida County application can be obtained at [www.co.oneida.wi.us](http://www.co.oneida.wi.us) or Northern Advantage Job Service, 51A N. Brown St., Rhinelander, WI 54501. Complete Oneida County applications, resumes and transcripts must be submitted to the Job Service Office. Applications will be accepted until positions are filled.

EOE/AA

## Oneida County Job Description

**Job Title:** Social Worker  
**Department:** Social Services  
**Reports To:** Social Work Supervisor or Lead Social Work Supervisor  
**FLSA Status:** Nonexempt  
**Prepared By:** Mary Rideout  
**Prepared Date:** December 2018  
**Approved By:** Lisa J. Charbarneau  
**Approved Date:** December 2018  
**Reviewed Date:** \_\_\_\_\_

**SUMMARY** The work involves determination of family and individual needs, provisions of appropriate services, and referral to other resources as needed. Employees of this class may be assigned to other program areas. Regulated supervision is provided as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Determine through interviews, home visits, and investigations the nature of the family issues and concerns and range of services needed for assigned cases.

Develop plan of treatment to provide services or make referrals to address identified needs and maintain contact, and complete timely case reviews.

Provides accurate and timely completion of computer forms, initial contact documentation, contracts, dictation, and all other forms and documentation within procedures and time frames as required by the Federal and State Government and also within Oneida County Department of Social Services guidelines and procedures.

Assists applicants in locating and utilizing other community resources.

Conforms to Federal, State, and Oneida County Department of Social Services policies and procedures regarding professional conduct and service delivery to insure the health and safety of those served by the agency and community members.

Provides appropriate and timely protective services on an on-going basis following through to ensure the delivery and effectiveness of such services so as to ensure the health and safety of those served by the agency and other community members.

Investigates referrals of child abuse and/or neglect.

Provides accurate and timely completion of court documents, studies, court reports and case reviews in compliance with Federal, State and Department policies and procedures.

Perform Juvenile Court Intake, as assigned, including responding to 24-hour call and juvenile detention to protect the safety and well-being of those served by the agency and other community members.

Coordinates actions with the Oneida County District Attorney's office and Corporation Counsel office including completing the required forms, petitions, orders and other paperwork. Testifies within departmental and Chapter 48, 51, 55, 938, and 880 procedures and time frames so as to protect the safety and well-being of the those served by the agency.

Attend in-service training, staff development activities, conferences and meetings as directed.

Complete court reports ordered by the Oneida County Circuit Court. Furnish the Court system with complete, accurate and reliable studies and complete investigations as assigned by the Court.

Understands and complies with rules of confidentiality. Complies with the vision of trauma informed care that empowers, educates, and supports agency staff to provide services in a caring, compassionate and safe environment.

Any other duty as assigned.

## **SUPERVISORY RESPONSIBILITIES**

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to gather, assess and use information in developing case plans.

Ability to plan and provide appropriate and effective referrals.

Ability to engage people with a trauma informed approach.

Knowledge of the principles and practices pertaining to social work.

Knowledge of laws, regulations and practices pertaining to social service programs.

Strong computer skills.

## **EDUCATION and/or EXPERIENCE**

Graduation from a four-year college or university with a degree in Social Work or related field.

## **LANGUAGE SKILLS**

Good oral and written communication skills.

## **MATHEMATICAL SKILLS**

## **REASONING ABILITY**

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be certified by the State of Wisconsin as Certified Social Workers.

Must achieve MA Case manager qualifications on or before 2nd year of employment.

Valid Wisconsin Driver's License.

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

Sitting

Driving

Moderate lifting – children, car seats

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

Office environment

Community work

Home visits

Travel