

SOCIAL WORKER

Oneida County is accepting applications to establish an eligibility list for Social Worker positions. This list will be used to fill a current opening and 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 2018 hourly rate of \$21.66 to \$24.75 plus fringe benefit package. This is a full-time 37.5 hours a week/1950 hours a year position.

The current open position will be responsible for a broad area of social work responsibilities, including both Adult and Children's Services. This will include, but is not limited to, Adult Protection Services, Guardianship and Protective Placement, and ACCESS duties for both adults and children. This position will be included in the after-hours on-call rotation.

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. Work involves determination of client needs, provisions of appropriate services, and referral of clients to other resources and programs as needed.

Qualified applicant must have a four-year degree in social work or related field; certified by the State of Wisconsin as a Certified Social Worker or eligible for certification required. We will consider applicants with a training certificate. Must have the ability to gather, assess and use information in developing case plans; ability to 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 and a valid Wisconsin Driver's License. Must be able to pass 40 wpm typing test.

Complete job description and required Oneida County application can be obtained at www.oneida.wi.gov or Northern Advantage Job Service, 51A N. Brown St., Rhinelander, WI 54501. Complete applications are due at the Job Service Office by 4:30 p.m. on Friday, March 23, 2018.

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: March 2017
Approved By: Lisa J. Charbareau
Approved Date: March 2017
Reviewed Date: _____

SUMMARY The work involves determination of client needs, provisions of appropriate services, and referral of clients 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 client's problems and range of services needed for assigned cases.

Develop plan of treatment to provided services or make referrals to address client's needs and maintain client 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 agency clients, potential clients 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 agency clients, potential clients, and other community members.

Investigates referrals of abuse, personal needs 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.

May perform Juvenile Court Intake, as assigned, including responding to 24-hour call and juvenile detention to protect the safety and well-being of department clients or potential clients and 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 client.

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.

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.

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.