



Winnebago County

The Wave of the Future

JOB POSTING

<u>POSITION TITLE:</u>	Social Work Specialist-Shelter Care
<u>LOCATION:</u>	Human Services
<u>HIRING RANGE:</u>	\$29.74-\$33.05/Hr.
<u>STATUS:</u>	Full time
<u>HOURS PER WEEK:</u>	37.5
<u>WORK HOURS:</u>	8:00 am – 4:30 pm and 2 nd shift hours

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 *February 2024*

<u>POSITION TITLE:</u>	Social Work Specialist – Shelter Care
<u>DEPARTMENT:</u>	Human Services – Child Welfare
<u>PAY BASIS:</u>	Hourly

PURPOSE AND SUMMARY:

Guide Shelter Care staff in providing direct services to youth placed at Winnebago County Shelter Care facility. Model appropriate interaction with children and youth. Coordinate and implement daily structure, age-appropriate programming, and staff training. Assists Program Supervisor – Shelter Care and guides Shelter Care staff with licensing requirements and documentation. Act as a liaison between Shelter Care staff and other DHS staff.

ESSENTIAL FUNCTIONS:

1. Guides Shelter Care staff to provide effective, supportive services for children and youth by respectfully assessing and responding to their strengths, needs, and safety factors with sensitivity to each resident's functioning levels and any past traumatic experiences. Responds to youth escalations and provides related modeling and guidance to staff in the facility. With the involvement of Shelter Care staff, coordinates and implements daily structure and programming including daily groups related to regulation, daily living skills,

independent living skills, and crisis management skills.

2. Provides on-call responsibilities in a rotation with other staff, as assigned by Program Supervisor. Ensures timely, accurate, client-focused, and strength-based case documentation, including all Shelter Care related paperwork, as well as on-call documentation and paperwork; in adherence to federal, state, and county requirements including confidentiality.
3. Communicates weekly (daily if needed) with Child Welfare staff who have youth placed in the facility as well as leadership staff as needed. Consistently utilizes effective verbal and written communication skills to foster positive working relationships with clients, coworkers, other service providers, and the general public; successfully addresses and resolves conflicts; and promotes healthy, pro-social functioning of children, youth and families.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides necessary support and assistance to make the residents' adjustment to the facility as smooth as possible.
2. Participates in providing direction to Shelter Care Specialists and Care Advocate Specialists in caring for youth and running the facility, and participates in staff meetings and in-service training as directed.
3. Assists in staff training for new staff and as needed to address ongoing training needs
4. Recommends changes in operational activities or policies/ procedures governing the facility.
5. Assists with Shelter Care coverage as needed; Assists as necessary with activities related to the maintenance of the facility, such as cleaning, shopping, and other matters.
6. Applies Trauma Informed Care principles and practices, with a strong commitment to fostering a positive, healthy work culture.
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. Participates in the after-hours "on-call" rotation for shelter care to answer questions, process difficult situations, and assist as needed at the facility.
9. Provides comprehensive and supportive coaching, modeling, and counseling to youth through a variety of social work and crisis intervention services to address their social, emotional, educational, and health issues.
10. Works cooperatively as a team-oriented member of the Shelter Care facility as well as the Child Welfare Division, and other divisions of Human Services, assisting co-workers with their duties, and participating in collaborative efforts internally and outside of the agency.
11. Demonstrates timely case record maintenance, including completing paperwork as required by the State and Federal Government, written Departmental policies, and the eWiSACWIS statewide database.
12. Attends required training, as well as optional training relevant to the position; completes the required number of training hours to continuously maintain "Social Worker" certification in the state of WI throughout the course of employment.
13. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Human Service Program Supervisor – Shelter Care.
2. Works with client youth and families, as well as agency staff and supervisors, circuit courts, DA's office, schools, placement settings, and other agencies/programs.

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. Must have successfully completed, or be willing to successfully complete within the first six months of employment, 30 hours of intake training approved or provided by the Department of Children and Families.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of WI State Statutes 48 (Children's Code) and 938 (the Juvenile Justice Code) and of mandated reporting requirements preferred.
2. Thorough knowledge of WCDHS and community-based resources and how to assist youth and families in accessing these to address identified areas of need.
3. Working knowledge and understanding of Trauma Informed Care, and commitment to provide trauma informed services.
4. Ability to thoroughly assess youth strengths, needs, safety, and risk factors with sensitivity to past traumatic experiences; and incorporate these into appropriate programming and services within the facility.
5. Working knowledge of child and adolescent development, and experience working with at risk youth preferred.
6. Ability to make objective, thoughtful decisions during crisis situations.
7. Skilled in motivating youth through a dynamic, respectful, encouraging, and creative approach to help them develop competencies.
8. Ability to establish and maintain effective teaming relationships with Shelter Care staff, other DHS employees, consumers, volunteers, public service providers, and the general public; while working within the agency structure and utilizing supervisory guidance and instruction.
9. Possession of proficient computer skills to manage and complete case work, access information, and communicate effectively.
10. Knowledge and application of effective, professional writing skills including utilization of proper grammar, punctuation, and spelling.
11. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
12. Knowledge of and adherence to the Social Work Code of Ethics.

PHYSICAL REQUIREMENTS:

1. Ability to perform sedentary office and computer work.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to function in situations encountered in a temporary living environment for youth/children.
4. Ability to use standard office equipment including telephone, computer, printer, fax, photocopier, and scanner.
5. Capacity to utilize stairs to access various levels of Shelter Care facility, homes and other buildings.
6. Ability to travel locally, as well as throughout the state, to meet work responsibilities.