



Winnebago County  
*The Wave of the Future*

**JOB POSTING  
(EFFECTIVE 1-1-24)**

**POSITION TITLE:** Deputy Division Manager-Child Welfare

**LOCATION:** Human Services-Neenah

**HIRING RANGE:** \$82,458-\$91,620/Yr. (2023 rates)

**STATUS:** Full time

**HOURS PER WEEK:** 40

**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  
November 2023**

**POSITION TITLE:** Deputy Division Manager – Child Welfare

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

**PAY BASIS:** Salaried

**PURPOSE AND SUMMARY:**

Assists the Child Welfare Division Manager with the administration and oversight of programs, staff, and services within the Child Welfare Services Division. Partners with Child Welfare Division Manager and Program Supervisors to ensure compliance with Federal and State laws and mandates and county policies and procedures. Works with Child Welfare Division Manager to ensure effective and efficient delivery of all in-house and contracted services for the Child Welfare Services Division with attention to Trauma Informed service management. Acts as the Child Welfare Division Manager in the Division Manager's absence.

**ESSENTIAL FUNCTIONS:**

1. Assists the Child Welfare Division Manager to provide regular ongoing review and consultation with division supervisors to ensure that quality services are consistently delivered. Partners with division supervisors to ensure that services are performed with

a trauma informed approach, with an effective working partnership with client families, and with an expressed intent of being least restrictive.

2. Works with the Child Welfare Division Manager to review and interpret Federal and State laws and mandates and supports the Child Welfare Division's implementation of and compliance with Federal and State laws and mandates and administers such as required by County policies and procedures.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Participates in interviews and the selection of division employees, and works with the division program supervisors to assure each new employee moves through an orientation process that is welcoming and provides a foundation and understanding of the position's work duties.
2. Provides effective ongoing verbal and written communication to assure the learning, understanding and performance of work position duties, requirements and accountabilities.
3. Evaluates division client service needs; establishing and guiding service delivery needs and effectiveness with agency contract providers.
4. Communicates and collaborates with department management and local legal partners seeking to assure effective and efficient service delivery.
5. Addresses and resolves conflicts and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
6. Participates in developing, implementing, monitoring and assessment of agency programs and services, including grant writing and grant reporting.
7. Participates as a member of the larger management team responsible for quality cost-effective services and is responsible for supporting and facilitating agency and county management decisions regarding services, programs and staff's work.
8. Participates in community initiatives to determine, establish and review community-based services.
9. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Child Welfare Division Manager.
2. Communicates and collaborates with agency administration, and agency internal services/divisions.
3. Communicates and collaborates with local and state legal systems and district courts, community schools and local service providers, and youth placement providers throughout the state.

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

1. Master's degree from an accredited institution of higher learning in a Human Services related field is preferred; at minimum a bachelor's degree is required.
2. A minimum of five years' supervisory work experience in providing services with children/youth and families involved in the State Juvenile Circuit Court system.

3. Work experience with court procedures and practice according to Wisconsin State Statutes Chapters 938 and/or 48 preferred.
4. Current Wisconsin Chapter 457 license/certification or ability to and obtains such within one year of hire is required.
5. Possess current valid driver's license and access to a vehicle to perform required work duties.
6. Meets and carries required levels of automobile insurance according to county regulations.

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

1. Knowledge of State and Federal laws and mandates that govern work performed by division staff to the degree that guidance assures compliance with laws and mandates.
2. Knowledge of agency and community resources to the degree that guidance affords effective assessment and decision-making connecting client families with needed services.
3. Knowledge of Trauma Informed service delivery and ability to model and instruct such with staff.
4. Possesses assessment and intervention services skills to the degree that guidance affords and provides sufficient staff learning and guidance assuring effective service delivery.
5. Knowledge of and ability to work with accounting principles and budgeting procedures to effectively produce and manage line-item budgets.
6. Ability to assess and effectively communicate and address outside service providers service delivery and effectiveness.
7. Ability to work cooperatively and effectively with agency staff across all Divisions and with community service providers.
8. Ability to provide necessary and supportive guidance to all division staff in a sometimes stressful work environment.
9. Ability to understand, accept, instruct and carry out county agency policies, procedures and directives.
10. Strong written and verbal communication skills including listening skills.
11. Computer skills including facility with Microsoft Office applications and ability to learn and use state and agency required computer software.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to access upper floors for the purpose of service delivery, performing field observations and other related work duties.
3. Ability to effectively function in a normal office setting utilizing standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel locally as well as throughout the state to perform work duties.