



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Home Consultant
LOCATION: Neenah Human Services
HIRING RANGE: \$23.56 - \$26.18
STATUS: Full time
HOURS PER WEEK: 37.5
WORK HOURS: 8 AM - 4:30 PM with up to 3 evenings/week.

APPLICATION DEADLINE: 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 2017

POSITION TITLE: Home Consultant – Resource Support Team

DEPARTMENT: Human Services – Child Welfare

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

The Home Consultant provides services to a population of children and families with diverse cultural backgrounds and various levels of educational, social, and economic skills. Services will be directed at family visitation, crisis intervention, assessment of risk and safety, educating, instructing, demonstrating and performing household tasks, money management, child guidance and development, resources to meet basic needs, parenting skills and nutritional needs.

ESSENTIAL FUNCTIONS:

1. Assesses individual and family strengths and needs. Partners with families to establish a service plan that will meet identified needs that are in conjunction with the assessment

and service planning of the assigned social worker specialist. Acts to resolve unsafe family conditions and assists in achieving immediate goals of the family with an understanding of and sensitivity to past traumatic experiences.

2. Teaches and acts as a role model for child guidance skills and knowledge, household and money management, meal planning and preparation, problem solving skills, accessing community resources, employment, housing and self-esteem building.
3. Provides supervised visitation including transportation of both children and parents.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides information and emotional support to parents, referring and connecting families to needed services and encouraging and utilizing the use of individual and family support systems.
2. 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.
3. Applies Trauma Informed Care principles and practices, and demonstrates a strong commitment to fostering a positive, healthy work culture.
4. Provides court testimony relative to assigned cases.
5. Performs as a team member with other professionals and paraprofessional evaluating service plan appropriateness, changes needed in services, and progress toward stated objectives in both verbal and written manner.
6. Provides parenting skills training on an individual or group basis to a diverse population.
7. Maintains family service records on assigned cases per agency policy and as prescribed in case service plans.
8. Maintains competency in program area through further education and in-service training opportunities.
9. Ensures confidentiality regarding families and other business is maintained at all times.
10. Ensures compliance with federal, state and county mandates.
11. Ensures that paperwork is completed efficiently and in a timely manner.
12. Ensures that families are treated courteously and provided or referred for needed services.
13. Ensures safety through implementation of safety plan developed by the Social Worker.
14. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to 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. At least two years of documented credit in an institution of higher education with at least 15 credit hours in one (or more combined) of the following areas; Early Childhood, Home Economics, Social Work, Sociology, Psychology, Human Services or Finance.
2. Possession of a valid Wisconsin Driver's License and maintenance of insurance levels in accordance with County standards.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Possesses good knowledge of household management, child development, parenting skills, money management, problem solving, and understanding of human behavior.
2. Working knowledge and understanding of Trauma Informed Care, and commitment to provide trauma informed services.
3. Ability to thoroughly assess family strengths and needs with sensitivity to past traumatic experiences; and incorporate these into appropriate goals developed in partnership with families.
4. Knowledge of available appropriate community resources.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to teach and demonstrate.
7. Ability to engage families establishing a good working relationship building on positive attributes.
8. Ability to organize, assess and prioritize client and job responsibilities.
9. Ability to accept and utilize supervision and directives while working within an agency team structure.
10. Basic computer skills. Ability to utilize computer programs to document case activities and use for education and training with clients.
11. Must have patience and ability to give step by step instructions to accomplish simple tasks.
12. Ability to provide confidential services to families and establish a professional and friendly rapport with families.
13. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
14. Ability to work flexible hours outside of normal agency hours.

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.