



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: **Juvenile Intake Specialist**

LOCATION: Human Services

HIRING RANGE: \$29.16 - \$32.40/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:00 am – 4:30 pm **(plus on-call responsibilities)**

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 *August 2018*

POSITION TITLE: **Juvenile Intake Specialist**

DEPARTMENT: Human Services – Child Welfare Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Receives and screens child and juvenile referrals from law enforcement agencies, schools, and department of human service agencies. Makes temporary physical custody decisions. Prepares written recommendations to prosecutors as well as corporation counsel. Attends detention hearings with verbal recommendations to the Court.

ESSENTIAL FUNCTIONS:

1. Reviews referrals and conducts screenings to determine the level of intervention based on client needs. Conducts family conferences and assessments, and develops deferred prosecution agreements or informal dispositional agreements with families. Makes recommendations to the district attorney or corporation counsel based on family service needs.
2. Authorizes placement for Temporary Physical Custody Orders under the authority of Wisconsin State Statutes 938 and 48. Coordinates the placements with secure or non-

secure detention facilities as well as families or foster homes. Reviews placement decisions and makes recommendations to the court when appropriate.

3. Provides after-hours county-wide coverage during on call on a rotation basis. Conducts assessments and makes placement decisions under Wis. S.S. 938. Conducts safety assessments based on CPS standards and makes placement decisions based on safety under Wis. S.S. 48. Receives and records child abuse reports and answers calls regarding Child Welfare inquiries.

ADDITIONAL ESSENTIAL DUTIES:

1. Attends detention court hearings with verbal recommendations to the court concerning custody holding decisions.
2. Addresses and resolves conflict. Manages stress in a professional manner, including actively engaging in professional and personal activities that help reduce the impact of secondary traumatic stress.
3. Assists the court and victims in the collection of restitution through deferred prosecution contracts via the Restitution Program.
4. Assists in educating police officers, social workers, school personnel, and general public on the policies and procedures of juvenile intake and the intent of the juvenile justice code.
5. Serves on various internal and external system committees of interest as part of the educational component of the intake office.
6. Provides county-wide coverage during regular work hours for the purpose of authorizing placement for children and juveniles held in police custody.
7. Consults and coordinates placements with child welfare case managers.
8. Ensures that confidentiality regarding consumers and other business is maintained at all times.
9. Ensures that paperwork is completed efficiently and in a timely manner so that consumer services are not delayed.
10. Applies trauma informed care principles.
11. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Program Supervisor – Juvenile Intake.
2. Works with community partners and other agencies.

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 one year 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 Health & Family Services.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge and understanding of Trauma Informed Care approach.

2. Working knowledge of State Statutes 938 and 48 and knowledge relative to mandated duties of intake staff preferred.
3. Ability to make objective decisions during crisis situations.
4. Working knowledge and understanding of a “family systems” approach in working with families.
5. Ability to gather information, organize facts, and communicate effectively both verbally and in writing.
6. Ability to thoroughly assess youth and family strengths, needs, and safety and risk factors.
7. Working knowledge of childhood development and adolescent problems.
8. Thorough knowledge of resources and their availability and application to youth and families with identified problems.
9. Ability to work within the agency structure and to accept constructive supervisory or consultative help.
10. Ability to establish and maintain effective working relationships with fellow employees, consumers, volunteers, public service providers, and the general public.
11. Possession of basic computer skills with the ability to utilize computer programs to document and track case activity.
12. Knowledge and application of effective, professional writing skills including grammar, punctuation, and spelling.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.