



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Social Work Specialist – Access/Initial Assessment Team
(Full Time with On-call responsibilities)

LOCATION: Human Services - Child Welfare
Oshkosh

HIRING RANGE: \$30.33 - \$33.71/Hr.

STATUS: Full Time

HOURS PER WEEK: 37.5

WORK HOURS: 8 AM – 4:30 PM with on call duties

APPLICATION DEADLINE: Ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION February 2025

POSITION TITLE: Social Work Specialist – Access/Initial Assessment

DEPARTMENT: Human Services – Child Welfare Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Access intake worker responsible for accepting and documenting CPS Access reports. Assesses information related to child abuse or neglect allegations. Assesses safety and risk regarding maltreatment of children. Provides case management services, social work interventions, and information and referral services for children and families.

ESSENTIAL FUNCTIONS:

1. Interviews clients and reporting sources to obtain information necessary to make a determination of client needs for agency intervention or community services. Interviews may be face-to-face or on the phone. Assesses safety and risk for children and families, including an assessment of the strengths and needs of each household member. Assists staff when appropriate in securing emergency services for clients where immediate intervention is required.
2. Establishes an effective working partnership with children, their families, and community partners. Provides information and referrals on community resources and services.
3. Documents all casework in accordance with Federal and State laws and mandates and in accordance with County policies and procedures on all referrals related to child abuse and neglect.

ADDITIONAL ESSENTIAL DUTIES:

1. Maintains records as required and completes all necessary paperwork in performance of duties. Ensures case files and records are maintained in a thorough and complete manner.
2. Accesses and reviews prior agency information on clients to determine effect on current referral.
3. Performs return calls as necessary seeking additional intake information.
4. Ensures clients are assisted promptly and courteously, and provided or referred for needed services.
5. Provides information and training for schools, community providers, and other organizations regarding child abuse and abuse reporting laws.
6. Refers/advocates with children and families to strengthen the family unit.
7. Participates in continuing education and/or training opportunities.
8. Maintains confidentiality regarding children and family case information.
9. Partners with children and families in a courteous and respectful manner.
10. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Program Supervisor – Access/Initial Assessment Team.
2. Works with Child Welfare staff and supervisors, community partners and other agency departments as this is an essential part of the job.

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. Possess current valid driver's license and access to a vehicle to perform required work duties.
4. Must provide evidence of meeting or exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of Chapter 48 - Children's Code, Chapter 938 – Juvenile Justice Code, and Chapter 948 - Crimes Against Children Code.
2. Considerable knowledge of early childhood development and the underlying causes of family dynamics.
3. Knowledge of the abuse and neglect standards including access and investigation procedures and mandates.
4. Excellent communication skills, both verbal and written, to include telephone etiquette as well as writing skills that capture the details of reported information.
5. Ability to accept supervision and direction while working within an agency team structure.
6. Demonstrates excellent organizational skills and follow through.
7. Possession of basic computer skills with the ability to utilize computer programs to document and track case activity.
8. Knowledge of community resources and human services system.
9. Ability to work flexible hours when necessary to meet the needs of children and families.
10. Ability to assess family strengths, needs, safety and risk factors using a trauma informed approach and incorporate these into a family managed case-plan.
11. Ability to type at least 45 wpm and use county computer systems to the extent necessary to perform job responsibilities.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position
2. Ability to function in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Must have the capacity to freely move in the community including access to a vehicle.
5. Must have the capacity to access second floors in private homes.
6. Must have the capacity to lift and carry children and to lift, carry, and attach car seats.