



JOB POSTING

POSITION TITLE: Social Work Specialist - Placement Resource Team (Family Find Program and Foster Care Coordinator)

LOCATION: Human Services – Child Welfare Services

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

STATUS: Full Time

HOURS PER WEEK: 37.5

WORK HOURS: 8 am – 4:30 pm

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](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION**
October 2024

POSITION TITLE: Social Work Specialist – Placement Resource Team

DEPARTMENT: Human Services – Child Welfare Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Responsible for the licensing, securing and retaining of qualified persons to fulfill foster parent roles. The Specialist provides education, training, and support to foster parent/relative providers and ensures the best possible placement of children in substitute care. This position screens and approves candidates for kinship care.

ESSENTIAL FUNCTIONS:

1. License and relicense foster parents/homes and relatives in compliance with federal, state and local requirements and agency policies/procedures. Assess prospective foster

parents and relatives by gathering extensive interview information and creating the SAFE Assessment. Coordinator will assure all required documentation is a part of the agency record and the prospective foster parents and relatives as well as their home meet DCF 56 requirements prior to issuing a license. Determining Kinship eligibility based on DCF 58 is also a part of this position.

2. Partners effectively with biological and foster families, relative care providers, agency staff, court personnel, and other community providers and follows Winnebago County Department of Human Services policies and procedures.
3. Recruits agency foster parents/homes for Child Welfare Division via advertisement, speaking engagements, collaboration efforts and information distribution, etc.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides monitoring of assigned foster homes via scheduled visits which will include reviews of County/Agency policies and procedures.
2. Maintains foster parents/home agency record on all licensed foster parents/homes in accordance with federal, state and local requirement and agency policies/procedures.
3. Completes all e-WISACWIS related work on or before due dates.
4. Screens and takes applications for Kinship Care payment, performs face to face home visits with the relative seeking a Kinship Care Grant, and determines initial approval.
5. Assists child welfare staff in finding appropriate foster home placements and respites to meet the needs of agency clients. This position is also the contact person for other licensed foster home respite requests. Makes initial decision about possible foster home, discusses possible placement with potential foster parent, and then informs agency social work specialist of tentative foster home.
6. Provides education, training, and support to agency foster parents to assist them in effectively delivering positive living arrangements to children and families. This may include the use of bodies of knowledge found in such areas as family counseling, behavior modification, child development, chemical dependency, sexual abuse, attachment disorder, trauma, grief and special needs of children. Direct and positive communication to providers about expectations from the Department for the provider is to be included.
7. If assigned to the Family Find program, provides intensive, in-depth Family Find work; gathers information from family, parents, youth, and foster parents to find additional family and like-kin; utilizes different tools and databases to locate relatives and like-kin, coordinates and facilitates blended perspectives meetings; all in conjunction with assigned agency social work specialists.
8. Participates in individual, team and agency meetings and conferences.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Program Supervisor – Placement Resource Team.
2. Works with foster parents, relative care providers, family members, community partners and other agency staff.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's Degree or Master's Degree in Social Work required.

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. Demonstrated experience partnering with foster parents in a supportive and positive manner.
2. Must possess superior organizational skills and a strong history of timeliness of paperwork.
3. Working knowledge of DCF 56 and governmental regulations relating to foster parents/homes licensure and license compliance.
4. Working knowledge of foster parents/homes abilities and strengths and their availability to children and families given identified client needs and challenges.
5. Ability to assess, develop and provide education and training to foster parents with a trauma informed approach.
6. Ability to gather information, organize facts, communicate effectively both verbally and in writing.
7. Ability to work within the agency structure and to accept constructive supervisory and/or consultative help.
8. Ability to establish and maintain effective working relationships with fellow employees, clients, volunteers, public service providers, and the general public.
9. Ability to prioritize work, balancing crisis work with licensing deadlines.
10. Ability to mediate between the agency and foster parents.
11. Ability to address sensitive issues with foster parents
12. Ability to work with a diverse population.
13. Possession of basic computer skills with the ability to utilize computer programs to document and track case activity.
14. Working knowledge of Kinship Care Program regulations and process.
15. Knowledge of and adherence to the Social Work Code of Ethics.

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.