



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Social Work Specialist – Youth Justice

**LOCATION:** Neenah DHS

**HIRING RANGE:** \$30.33 – 33.71/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 37.5

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

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

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## WINNEBAGO COUNTY POSITION DESCRIPTION *June 2025*

**POSITION TITLE:** Social Work Specialist – Youth Justice

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

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Provides case management and other specialized social work intervention services to youth involved in the youth justice system and their families to help them develop competencies, establish and maintain healthy daily living skills, and ensure personal and community safety.

### **ESSENTIAL FUNCTIONS:**

1. Provides effective, supportive services for youth and their families by respectfully assessing their strengths, needs, and safety factors with sensitivity to any past traumatic experiences, and incorporating these into collaborative case planning so the youth can successfully meet supervision expectations and conditions.

2. Ensures timely, accurate, client-focused, and strength-based case documentation, including preparation of legal documents for juvenile court; in adherence to federal, state, and county requirements including confidentiality; and through utilization of proficient computer skills.
3. Consistently utilizes effective verbal and written communication skills to foster positive working relationships with clients, coworkers, other service providers, and the general public; successfully addresses and resolves conflicts; and promotes healthy, pro-social functioning of client families.

**ADDITIONAL ESSENTIAL DUTIES:**

1. Utilizes a family systems approach when working with families, and effects change through strength-based practices that utilize and enhance the family's natural, informal supports.
2. Develops, implements, monitors, and modifies, as needed, the case plan in partnership with the youth and family.
3. 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.
4. Possesses knowledge of &/or interest in Trauma Informed Care principles and practices, and demonstrates a strong commitment to fostering a positive, healthy work culture.
5. Provides comprehensive and supportive coaching, modeling, and counseling – directly &/or by referral – to youth and families through a variety of social work and crisis intervention services to address their social, emotional, educational, and health issues.
6. Provides dispositional and other reports to the circuit courts within the appropriate timeframes, and professionally represents the Department in court proceedings pertaining to the youth and families we serve.
7. Develops and carries out permanency planning activities in accordance with agency, State, and Federal policies and regulations; including development of Independent Living Transition Plans and overseeing the progress that IL-eligible youth make on achieving those goals.
8. Works cooperatively as a team-oriented member of the Child Welfare Division of Human Services assisting co-workers with their duties, and participating in collaborative efforts internally and outside of the agency.
9. Demonstrates timely case record maintenance, including completing paperwork as required by the State and Federal Government, written Departmental policies, and the eWiSACWIS statewide database.
10. Attends required training, as well as optional training relevant to the position; completes the required number of training hours to continuously maintain "Social Worker" certification in the state of WI throughout the course of employment.
11. Holds youth accountable for their behavior in accordance with the rules and conditions of their supervision, which may include having the youth write letters of apology, perform community service, or serve short-term holds/sanctions in shelter care or secure detention.
12. If assigned to the Electronic Monitoring program, possesses specialized knowledge and skills required to effectively supervise youth on GPS monitoring equipment, including working intensively with the youth and family, ordering and maintaining GPS equipment, overseeing clients' scheduled out time, and addressing violations of the EM program.
13. If assigned to the Bridges Truancy Program, directs the Program for youth including

- providing the program to youth and families, public relations, seeking resources to provide service, weekly involvement at the schools, participation in Juvenile Intake conferences, program evaluation, and holding monthly Network meetings.
14. If assigned to community service and restitution program, identifies and maintains community resources for youth to meet their court order requirements of community services and restitution. Determines the amount of restitution owed and makes recommendations to the district attorney and the courts following Wisconsin State Statute 938. Assists youth in fulfilling community service and restitution obligations. Completes all required paperwork and documentation.
  15. If assigned on-call responsibilities, will participate in the after-hours "on-call" rotation, which responds to Crisis after hours calls related to Child Protective Services and Youth Justice matters. Child/Community safety assessment and TPC determinations are primary duties. Receives and records child abuse reports and answers calls regarding Child Welfare inquiries.
  16. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Human Service Program Supervisor – Youth Justice Team.
2. Works with client youth and families, as well as staff from WCDHS, circuit courts, DA's office, schools, placement settings, and other agencies/programs.

#### **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 WI State Statutes 938 (the Juvenile Justice Code) and of mandated reporting requirements preferred.
2. Thorough knowledge of WCDHS and community-based resources and how to assist youth and families in accessing these to address identified areas of need.
3. Working knowledge and understanding of Trauma Informed Care, and commitment to provide trauma informed services.
4. Ability to gather information, organize facts, and communicate effectively, verbally and in writing.
5. Ability to thoroughly assess youth and family strengths, needs, safety, and risk factors with sensitivity to past traumatic experiences; and incorporate these into appropriate case plans developed in partnership with families.
7. Working knowledge of adolescent development, and experience working with at risk youth preferred.

8. Skilled in motivating youth through a dynamic, respectful, encouraging, and creative approach to help them develop competencies and make amends for harm they have caused.
9. Ability to establish and maintain effective teaming relationships with fellow employees, consumers, volunteers, public service providers, and the general public; while working within the agency structure and utilizing supervisory guidance and instruction.
10. Possession of proficient computer skills to manage and complete case work, access information, and communicate effectively.
11. Knowledge and application of effective, professional writing skills including utilization of proper grammar, punctuation, and spelling.
12. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
13. Knowledge of and adherence to the Social Work Code of Ethics.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform sedentary office and computer work.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, fax, photocopier, and scanner.
4. Capacity to utilize stairs to access various levels of homes and other buildings.
5. Ability to travel locally, as well as throughout the state, to meet work responsibilities.