



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Youth CCS Case Specialist

**LOCATION:** Oshkosh DHS  
220 Washington Ave  
Oshkosh, WI 54901

**HIRING RANGE:** \$63,101 – 70,113/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8 am – 4:30 pm; adjusting throughout the week to work 2-3 late evenings.

**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 August 2018**

**POSITION TITLE:** Youth CCS Case Specialist

**DEPARTMENT:** Human Services – Behavioral Health Services Division

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Provides comprehensive outpatient assessment and support services to consumers, referred from both internal and external sources, who have mental health or alcohol and other drug abuse challenges.

### **ESSENTIAL FUNCTIONS:**

1. Develops and implements individualized consumer treatment plans created in partnership with consumers, Family Services Therapists, Child Welfare Division Social Worker Specialists, and other Human Services staff as needed, and effectively engages consumers so as to move them into the change process to improve their functioning. Accesses and ensures succinct service delivery and programming response.
2. Provides necessary supports to consumers which includes individual and family assessment, development of support plan that includes internal support network, development of behavior support plans, coaching, transportation when necessary, consultation with schools, and other services directed to support consumers with severe emotional and behavioral impairments to be successful living in the community.
3. Documents services provided within the consumer's case record in a manner spelled out in the clinic's policies and procedures, and completes forms required for insurance authorization, disability determination, program eligibility, and service tracking according to policy timelines.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Provides assistance with activities in a variety of community settings to enhance the individual's adjustment to the community, including social, educational/vocational, and therapeutic groups.
2. Provides social and recreational skill training and modeling to consumers to improve their communication skills, facilitate appropriate interpersonal behavior, and become familiar with community resources.
3. Assesses and monitors overall treatment program with community partners, medications, activities of daily living, physical and dental health, family relationships, alcohol and other drug abuse issues, and living situation.
4. Intervenes, consults, and collaborates with internal department staff and other agencies and providers to coordinate professional care and treatment with the consumer's consent.
5. Supervises delivery and monitoring of consumers' prescription(s) and when necessary, over the counter medications. Consults with agency and community prescribers.
6. Participates in continuing education activities to enhance skill development and to keep current with practices and to maintain relevant licensure or credentialing.
7. 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.
8. Applies Trauma Informed Care principles and practices with a strong commitment to fostering a positive, healthy work culture.
9. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Youth Mental Health Supervisor.
2. Works professionally and in a collaborative manner with other department personnel and community resources.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. A Bachelor's degree from an accredited college or university in social work, human services, or psychology.
2. One year supervised experience and training with emotionally and behaviorally impaired children in mental health or family based social work services field.
3. Qualification under Wisconsin Caregivers Law, Wisconsin Act 27.
4. Knowledge of a county's child welfare system and the impact the expectations of that system have on the delivery of treatment services to like consumers of both child welfare and behavioral health systems.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Work hour flexibility is required based on case needs and may include up to three evenings per week.
2. Knowledge of laws, regulations, and practices pertaining to Federal, State, and County public social services programs.
3. Knowledge of resources and their availability and application to children involved in delinquency or suffering abuse or neglect.
4. Ability to communicate effectively and professionally both verbally and in writing, and to possess good organizational skills and follow through.
5. Ability to accept and utilize supervision and directive while working within an agency team structure.
6. Working knowledge and understanding of Trauma Informed Care, preferred.
7. Ability to thoroughly assess the individual and family strengths, needs, and safety and risk factors with sensitivity to their past traumatic experiences, and incorporate these into an appropriate case/treatment plan that is developed in partnership with the individual/family.
8. Computer skills including facility with Microsoft Office applications and ability to learn and use software.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to freely move in the community (such as through possession of a valid Wisconsin Driver's License, or other means) including access to vehicle required.
3. Ability to access second floors in private homes for purpose of assessment and service provision required.