

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ALTERNATE CARE COORDINATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILDREN & FAMILY SERVICES UNIT MANAGER

SUMMARY:

To recruit, conduct, and monitor foster home licensing, conduct kinship care and kinship care conversion studies, home studies and annual reviews, and complete annual subsidized guardianship reviews. Provides case management and support to the aforementioned families; interviews children, family members and collateral contacts; conducts home and/or child custody studies/ and as well as step-parent adoptions studies and Inter-state compact studies and case monitoring.

DUTIES AND RESPONSIBILITIES:

- Recruit and license foster care homes according to the HFS 56 standards including conducting home visits, background and reference checks and completing the written home studies.
- Provide pre-service and on-going education and training to foster parents and kinship care relatives as needed.
- Conduct kinship care home studies including making home visits, background checks and completing the written documents which includes the best interest findings.
- Provide support and connect foster parents and kinship care relatives with local resources.
- Conduct annual reviews for subsidized guardianship.
- Conduct home and/or child custody studies.
- Conduct step-parent adoption studies for the Court.
- Conduct Inter-State compact studies and case monitoring.
- Conduct assessments, and complete support, treatment and independent living plans in accordance with State standards.
- Coordinate and facilitate supervised interactions for children/youth in care including transportation and parent mentoring.
- Other time is spent performing ACCESS functions, unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

SKILLS AND ABILITIES:

A valid Wisconsin Driver's License is required. Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, federal and state policy and procedures especially as it relates to State Standards. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, computer, calculator, dictation equipment, camera, measuring devices, fax machine and automobile. A video camera may be used to tape interviews in some cases.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in Social Work or closely related field that meets the certification requirements for a "Social Worker".

EXPERIENCE / JOB KNOWLEDGE: Must be certified or certifiable as a Social Worker in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent writing and keyboarding. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.