

# SOUTHEAST ASIAN COMMUNITY SOCIAL WORKER

## DEFINITION

Under the Joining Forces for Families (JFF) initiative, new incumbents will be under direct supervision and as inservice and on-the-job training and experience progresses, incumbents will be expected to assume a full work load under less intensive general supervision to work cooperatively with law enforcement, public health nursing, school representatives, residents, and others to provide prevention/early intervention services at the community level including the following functions:

- provides assistance to children, youth, and families;
- serves as a referral source and liaison to the department regarding child welfare and service needs;
- works with others to develop and coordinate neighborhood and community-based resources to strengthen families and communities;
- acts as a community referral source and resource person;
- performs related duties as required

## EXAMPLES OF DUTIES

Provides prevention/early intervention services to children, youth and families:

- meets with families and neighborhood groups to develop relationships and build trust;
- provides preventive early intervention and crisis counseling;
- connects people to resources;
- utilizes the discretionary fund and other resources to address the minor emergency needs of clients;
- interfaces with the case intake function of their assigned area office as directed;
- provides phone and after-hours emergency intake services as needed.

Engages in collaborative activities with appropriate parties:

- works with agency representatives and others to identify needs and develop strategies to address them;
- coordinates services and interventions with other agencies and service providers;
- identifies gaps and barriers to service delivery.

Performs departmental public relations and liaison duties:

- interprets the department's role and responsibilities to community residents and service providers;
- consults with county workers and others regarding community resources;
- provides information to the department, JFF Oversight Committee, and County Board regarding community needs;
- serves on department and community committees as directed.

Adheres to Departmental reporting and training requirements:

- submits quarterly reports and performance appraisal documentation according to set guidelines;
- seeks out and participates in appropriate training opportunities.

## EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree in social work from a program accredited or preaccredited by the Council on Social Work Education **or** a bachelor's degree in a field other than social work and possession of any of the State of Wisconsin social worker certifications (temporary certification will be accepted).

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COMMUNITY SOCIAL WORKER (continued)

Knowledge and Abilities:

Knowledge of:

- human development and behavior;
- family and community systems;
- community resources and their effective use;
- the effect of current social and economic problems on children, families, and communities;
- Department services, policies, and practices;
- Wisconsin Children's Code and the Juvenile Court.

Ability to:

- follow instructions and communicate effectively both orally and in writing;
- prepare and maintain necessary reports;
- partake in and appropriately use supervision;
- relate to people in a culturally sensitive way;
- function effectively as a member of a team and/or a collaborative network;
- participate meaningfully in training provided by the department and other resources.

Special Requirements: Those having accredited or preaccredited social work degrees must have , as of date of hire, any State of Wisconsin social worker certifications (those with temporary certification must obtain regular certification prior to the expiration of their temporary certification). Bilingual in English and either one of following languages: Hmong, Laotian, Khmer, or Vietnamese. Bicultural in American and either one of the following cultures: Hmong, Laotian, Cambodian, or Vietnamese. Possession of or eligibility for a valid Wisconsin driver's license and access to reliable personal motor vehicle transportation.

Selection Procedure Steps:

Candidates to be placed on a list of eligibles for possible hiring consideration must satisfy each of the following successive steps:

1. Complete application procedure and satisfy examination entrance requirements as specified in the Southeast Asian Community Social Worker recruitment announcement or advertisement.
2. Respond timely to a mail-out achievement history questionnaire regarding the candidate's relevant education, training and experience. Questionnaire responses will be graded and ranked by an independent examination board consisting of persons having expertise in the child/family human services field. All those completing this step will be placed on a list of eligibles in rank order of their grade.
3. Candidates will be considered for vacancies through employment selection interviews. The higher a candidate's ranking on the eligibles list, the more likely it will be for that candidate to reach this step.
4. Candidates who are tentatively selected for employment must satisfy a credentials verification and background investigation before being placed in a position.