

## SOCIAL WORKER (INTAKE AND ASSESSMENT)

### DEFINITION

Under general direction, determines eligibility, through the assessment process, for adults with a developmental disability who are requesting services or wish to be considered for services at some point in the future. Upon determination of eligibility, ascertains the priority for service based on Adult Community Services Division policy. Provides information and referral to adult consumers and their families. When services are not immediately available to enroll consumers on the waiting list for each appropriate service. Performs related duties as required.

### EXAMPLES OF DUTIES

Assesses individuals to determine the eligibility for the Adult Community Services Division funded services; refers to appropriate agencies, categoric and generic; maintains waiting list for the Adult Community Services Division funded services; attends regularly scheduled Developmental Disability Service meetings regarding intake and referral; provides consultation to families, case managers, and other professionals regarding trends, potential opening in the service system and other alternatives; represents Adult Community Services at meetings with families, providers, high school personnel, etc., regarding accessing the service system; acts as interim case manager for individuals in protective placement who are court ordered to less restrictive settings; prepares and distributes court ordered reports.

### EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree and possession of any of the State of Wisconsin social worker certifications (temporary certification may be accepted). Must have State of Wisconsin Social Worker certification at time of appointment. Experience with adults with developmental disabilities is preferred.

Knowledge, Skills, and Abilities: Basic understanding of human development and behavior; knowledge of current human services philosophies and approaches, and the ways in which these affect individuals and their families; knowledge of community resources which may be used by people who are disabled; possession of effective oral and written communications skills; ability to quickly acquire and apply laws, regulations, policies and procedures pertaining to developmental disabilities; ability to be decisive, consistent, and diplomatic; and ability to react appropriately to people who may be upset or angry.

Special Requirements: Possession of (or eligibility for) a valid Wisconsin driver's license and access to reliable personal motor vehicle transportation.