

SOCIAL WORKER SHERIFF'S OFFICE

DEFINITION

Under general supervision of the Lieutenant, assist in fostering and coordinating in-jail programming for inmates to reduce recidivism and perform other duties as required.

EXAMPLES OF DUTIES

Assist in fostering and coordinating in-jail programming for inmates to reduce recidivism; advocate for jail inmates that are not receiving timely consideration from existing systems and services providing jail diversion opportunities; assess the needs for programs; and identify, develop and maintain direct contact with community groups and organizations to assist in program development.

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 during the application process). Must have State of Wisconsin Social Worker certification at time of appointment.

Knowledge, Skills and Abilities: Knowledge of the Wisconsin State Statutes pertaining to criminal codes and DOC 302 and 350; knowledge of the court system and process; knowledge of current social and economic problems and ways in which these problems affect families and individuals; knowledge of community resources and how to use them effectively; knowledge of human development and behavior; knowledge of family and community systems; effective oral and written communication skills; ability to relate to persons from a variety of ethnic and racial backgrounds in an unprejudiced and understanding manner; ability to recognize symptoms of emotional disabilities, alcohol and drug abuse and learning difficulties; ability to prepare and maintain complex records and reports; ability to participate effectively as a member of a team; ability to plan and organize work to effectively achieve program objectives; ability to understand and follow oral and/or written instructions; ability to use a computer to generate reports and complete forms; ability to organize and coordinate programs for jail inmates; and ability to analyze the use of data in program planning.

Special Requirements: Valid Wisconsin driver's license (or eligibility for) and access to reliable personal motor vehicle transportation. Must also be able to pass a background check in order to obtain and maintain security clearance for access to jail facilities.