Position Title: Social Service Tech

Date: August 2015

Reports to: Family & Children's Services Manager

Purpose of Position:

To provide support services to Family & Children's Services social work staff and service coordination and monitoring activities to consumers served by the Family & Children's Services section.

Essential Duties and Responsibilities:

- Coordinates, arranges for, assists with, and/or provides support services to assigned section consumers which may include supervised visitation, scheduling meetings and staffings, providing transportation, researching resources, etc.
- Coordinates with social work staff providing services which may include preparation of related paperwork, conducting home visits, and completing various case management documentation, etc.
- Coordinate with other agency staff, formal and informal supports and treatment providers in the provision of services and supports.
- Maintains complete and accurate files and performs general office work, as required.
- Attends various staff training or other meetings, as required.
- Performs other duties of a comparable level/type, as assigned.
- Meet consistently with a child or youth to develop a pro-social relationships and provide positive role modeling.

Knowledge:

- Knowledge of record keeping requirements pertaining to program responsibilities.
- Knowledge of policies and laws related to confidentiality.
- Proficiency in oral and written communication.
- Ability to establish and maintain engaged and effective working relationships with families, consumers, managers, other professionals, and other agency personnel.
- Knowledge of computer operation and office productivity software.
- Basic knowledge of human service functions, programs, and community resources.
- Basic understanding and fundamentals of the problems, issues and concerns faced by consumer population.
Qualifications:

- Minimum of high school diploma.
- Minimum of two years experience working with children or youth in volunteer or paid capacity.
- Reliable transportation and a valid Wisconsin Driver’s License.