JOB POSTING

Children Services Worker

Oneida County Human Services

Would you like the opportunity to work with children and families in a Trauma Informed Agency that empowers, educates and supports agency staff to provide services in a caring, compassionate and safe environment? Oneida County is accepting applications for a Children Services Worker positions in our Children, Youth and Families unit, serving children and youth in Child Welfare and Youth Justice. If you have a Bachelor degree in a qualifying field, this may be the position for you! ***No previous experience required and excellent training provided.***

JOB DUTIES: The work involves determining the needs of children and families, arranging services, and making referrals to other resources as needed. Position provides opportunities for growth and learning experiences. Supervision and excellent training is provided.

EDUCATION, QUALIFICATIONS AND LICENSING: Ideal candidates must be able to gather, access and use information in developing case plans; ability to engage families; plan and provide appropriate and effective referrals; knowledge of the principles and practices of social work; knowledge of laws, regulations, and practices pertaining to social service programs; good oral and written communication skills; ability to maintain accurate records; strong computer skills; have a valid Wisconsin Driver's License. Must be able to pass 40 wpm typing test.

Qualified applicant must have a Bachelor degree in social work, psychology, sociology, or criminal justice, and be eligible for certification as a Certified Social Worker through the State of Wisconsin or already be certified. Applicants with a training certificate or who can obtain a training certificate are encouraged to apply. For more information, please visit: https://dsps.wi.gov/Pages/Professions/SocialWorkerTrainingCertificate/Default.aspx.

WAGES AND BENEFITS: Starting 2026 hourly rate of $27.99 to $30.39, based on prior experience, plus an excellent benefit package, including Wisconsin Retirement System benefits, affordable health, dental and vision insurance and a PTO (Paid Time Off) package with the ability to carryover unused PTO into future years.

WORK HOURS AND SCHEDULE: Position works weekdays, 40 hours per week, with the ability to work some hours remotely; flexible work schedule available. The position also requires limited paid 24-hour on-call duties (approximately 30 days per year).

Complete job description and *required* Oneida County application can be obtained at www.oneidacountywi.gov. Completed application, resume, and college transcripts can be mailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501 or emailed to KLPayne@oneidacountywi.gov.

Deadline to apply is Wednesday October 14, 2026 at 9:00 AM. Applications will be reviewed as received prior to the deadline.

Oneida County is an Equal Opportunity Employer

Oneida County
Job Description

Job Title: Social Worker
Department: Social Services
Reports To: Social Work Supervisor
FLSA Status: Nonexempt*Per internal FLSA Audit 7/2022
Prepared By: Mary Rideout, Social Services Director
Prepared Date: March 2022
Approved By: Lisa Charbarneau, Human Resources Director
Approved Date: March 2022
Reviewed Date: March 04, 2022

SUMMARY The work involves determination of family and individual needs, provisions of appropriate services, and referral to other resources as needed. Employees of this class may be assigned to other program areas. Regulated supervision is provided as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Determine through interviews, home visits, and investigations the nature of the family issues and concerns and range of services needed for assigned cases.

Develop plan of treatment to provide services or make referrals to address identified needs and maintain contact, and complete timely case reviews.

Provides accurate and timely completion of computer forms, initial contact documentation, contracts, dictation, and all other forms and documentation within procedures and time frames as required by the Federal and State Government and also within Oneida County Department of Social Services guidelines and procedures.

Assists applicants in locating and utilizing other community resources.

Conforms to Federal, State, and Oneida County Department of Social Services policies and procedures regarding professional conduct and service delivery to insure the health and safety of those served by the agency and community members.

Provides appropriate and timely protective services on an on-going basis following through to ensure the delivery and effectiveness of such services so as to ensure the health and safety of those served by the agency and other community members.

Investigates referrals of child or adult abuse and/or neglect. Determines safety needs of individuals and families. Monitors ongoing concerns with safety by completing safety checks in the home, drug testing if indicated and collateral contacts with other agency professionals and family members.

Provides accurate and timely completion of court documents, studies, court reports and case reviews in compliance with Federal, State and Department policies and procedures.

Perform Juvenile Court Intake, as assigned; including responding to 24-hour call for Child Abuse and Neglect, Youth Justice, to protect the safety and well-being of those served by the agency and other community members.

Coordinates actions with the Oneida County District Attorney's office and Corporation Counsel office including completing the required forms, petitions, orders and other paperwork. Testifies within departmental and Chapter 48, 51, 55, 938, and 880 procedures and time frames so as to protect the safety and well-being of the those served by the agency. Testify in Criminal or Family Court Cases if subpoenaed.

Attend in-service training, staff development activities, conferences and meetings as directed. Maintain Social Work Licensure by completion of 30 continuing Education Credits every two years including a mandatory training on Ethics and Boundaries.

Complete court reports ordered by the Oneida County Circuit Court. Furnish the Court system with complete, accurate and reliable studies and complete investigations as assigned by the Court.

Understands and complies with rules of confidentiality. Complies with the vision of trauma informed care that empowers, educates, and supports agency staff to provide services in a caring, compassionate and safe environment.

Participate in the Oneida County Emergency Management Plan as needed and directed by the plan.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Ability to gather, assess and use information in developing case plans.
Ability to plan and provide appropriate and effective referrals.
Ability to engage people with a trauma informed approach.
Knowledge of the principles and practices pertaining to social work.
Knowledge of laws, regulations and practices pertaining to social service programs.
Strong computer skills.

EDUCATION and/or EXPERIENCE
Graduation from a four-year college or university with a degree in Social Work or related field.

LANGUAGE SKILLS
Good oral and written communication skills.

MATHEMATICAL SKILLS
Basic math skills.

REASONING ABILITY

CERTIFICATES, LICENSES, REGISTRATIONS
Must be certified by the State of Wisconsin as Certified Social Workers.
Must achieve MA Case manager qualifications on or before 2nd year of employment.
Valid Wisconsin Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Sitting
Driving
Moderate lifting – children, car seats

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Office environment
Community work
Home visits
Travel