

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INITIAL ASSESSMENT SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional child protective services positions which provide professional child welfare intake and assessment work and case management services in the Department of Children and Families, Division of Safety and Permanence, Bureau of Milwaukee Child Welfare that directly services or monitors a specific client group. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional child protective services positions located exclusively within the Department of Children and Families, Division of Safety and Permanence, Bureau of Milwaukee Child Welfare which provide child welfare intake and assessment services for children and families in Milwaukee County. Positions receive and document child abuse and neglect referral; assess whether the alleged abuse/neglect occurred through interviews with families members, child, other community members, etc.; implement appropriate intervention strategies and work with families to find resources to improve child and family well-being.

Positions allocated to this classification provide professional child protective services work and case management services to a specific client population. Child protective services include the following functions: (1) evaluating and assessing difficulties in psychosocial functioning of a group or another individual; (2) developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance; (3) intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs and (4) serving as region mentor. Employees

occupying positions classified in the Initial Assessment Specialist classification will perform one or more of the preceding functions.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats., ss. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are engaged in the direct provision of probation and parole activities a majority of the time and are more appropriately classified as Probation and Parole Agent.
3. Positions which are responsible for development, oversight, and monitoring of a specific treatment or treatment related program within an institution a majority of the time and are more appropriately classified as Treatment Specialist.
4. Positions which implement treatment plans for AODA clients within an institution a majority of the time, but do not have primary responsibility for development of the treatment plan and are more appropriately classified as Substance Abuse Counselor or Client Services Assistant.
5. Social Workers positions not located in the Department of Children and Families, Bureau of Milwaukee Child Welfare.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

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The responsible, professional positions in this classification provide the full range of initial assessment child protective services in accordance with the policies, procedures and guidelines within the Department of Children and Families, Bureau of Milwaukee Child Welfare. Child Protective services include, but are not limited to, each of the following components:

Positions in this classification carry total caseload responsibility for all types of clients including multi-disciplinary and inter-service complexities. Positions may specialize in a particular type of caseload or may serve a broad range of client types. Duties include obtaining information from clients, members of their families and others to identify social, economic, emotional, health or physical problems and to determine eligibility and the need for casework or other services. Employees may provide consultative services, intervention, and treatment services to clients and members of their families to aid them in achieving a more satisfactory adjustment of their specific problems or situation. Initial Assessment Specialists work in close cooperation with other social service agencies, hospitals, clinics, courts and community resources in planning to meet the needs of clients, and assist the clients in utilizing these resources. Employees may perform in an advisory capacity to other professional staff in specialized areas

through participation in conferences and meetings for purposes of assessment, diagnosis and plan of treatment.

Representative Position:

Initial Assessment Specialist: Under limited, progressing to general supervision of the Initial Assessment Supervisor, Bureau of Milwaukee Child Welfare (BMCW), Department of Children and Families (DCF) provide child welfare intake and assessment services for children and families in Milwaukee in accordance with the State of Wisconsin Access and Initial Assessment Standards, Safety Intervention Standards and Statutes. Duties include conducting assessments of alleged child abuse and neglect, which includes interviews with all household members and home visits to gather information about the presenting situation/alleged maltreatment, child functioning, adult functioning, disciplinary practices, general parenting practices and family functioning. This position may provide consultative services, intervention, and treatment services to clients and members of their families to aid them in achieving a more satisfactory adjustment of their specific problems or situation.

This position works in close cooperation with other social service agencies, hospitals, clinics, courts and community resources in planning to meet the needs of children and families and assist them in utilizing these resources. The incumbent may perform in an advisory capacity to other professional staff in specialized areas through participation in conferences and meetings for purposes of assessment, diagnosis and safety decision making.

This position is required to participate in 24-hour on-call rotation to ensure continuous provision of access and initial assessment services.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective June 29, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect the delivery of child protective services intake and assessment and to accommodate the Department of Children and Families' operational needs. This classification was modified effective July 28, 2013, and announced in Bulletin OSER-0336-MRS/SC to remove the abolished Advanced level to allow for further reorganization and planning in the Bureau.