

Department of Human Services
117 East Fifth Street
P.O. Box 100
Washburn, WI 54891-0100



TO: Family Services Advisory Committee
FROM: Anita Haukaas, Family Services Manager
DATE: March 14, 2017
RE: MEETING NOTICE

The Family Services Advisory Committee will meet on Tuesday, March 21st 2017 at 4:30 p.m. in the lower level of the Courthouse, conference room A, Washburn. The agenda includes: minute review/adoption; public comment opportunity; presentation-What is a Family Specialist?; committee member vacancy recommendations; Arrowhead Juvenile Detention Center update; staffing update; Red Cliff Indian Child Welfare update; program reports/funding information; informational items and future meeting dates. Any person planning to attend the meeting that has a disability requiring special accommodations should contact the Human Services receptionist at 373-6144 ext. 110, 24 hours before the scheduled meeting so appropriate arrangements can be made.

c:

Dennis Pocerlich , County Board Chair
Scott Fibert, County Clerk
Human Services Board
Elizabeth Skulan, BCDHS Director
Daily Press
County Journal
DCS, Rhinelander
Red Cliff
Health Department
Management Staff
Post

K:Agenda&Minutes/Family Services/FSAC 2017/2017-03-21 meeting information/2017-03-21_FSAC_Meeting_notice

Department of Human Services

117 East Fifth Street

P.O. Box 100

Washburn, WI 54891-0100

Telephone (715) 373-6144 Fax (715-)373-6130

Email: baycodhs@bayfieldcounty.org



BAYFIELD COUNTY FAMILY SERVICES ADVISORY COMMITTEE

Lona Schmidt (Chair)
Beverly Lindell

Nancy & Dale Johnson
John Blahnik

Susan Davis
Jeremy Oswald

RE: March 21, 2017 Family Services Advisory Committee Meeting

Dear Committee Members:

Please be advised that the quarterly meeting of the Bayfield County Family Services Advisory Committee will be held on **Tuesday, March 21st, 2017 at 4:30 p.m.** in Conference Room A in the lower level of the Courthouse, Washburn Wisconsin.

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, extension 110, at least 24 hours before the scheduled meeting time, so appropriate arrangement can be made.

The agenda for this meeting is as follows:

AGENDA

1. Call to order and introductions
2. Review/approval of 11/29/16 meeting minutes.
3. Public comment opportunity
4. Program Presentation: "What is a Family Specialist?" Heather Wagner
5. FSAC Committee vacancy recommendations
6. Arrowhead Juvenile Detention Center update
7. Staffing update
8. Red Cliff Indian Child Welfare update

9. Program reports & funding information

- A. AODA/MH update
- B. Child Protective Services update
- C. Juvenile Justice update

10. Informational Items

- A.
- B.

11. Future meeting dates: quarterly meetings take place on the third Tuesday of the month:
6/20/17, 9/19/17, 12/19/17.

12. Adjournment

Thank you and have a safe trip home!

Sincerely,

Anita K Haukaas

Anita Haukaas, Family Services Section Manager

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADVISORY COMMITTEE MEETING MINUTES**

Minutes are subject to
change before approval
at next FSAC meeting

Courthouse Conference Room A
Tuesday, November 29, 2016 at 4:30 pm

Committee Members Present: John Blahnik, Lona Schmidt, Dale Johnson, Bev Lindell & Jeremy Oswald.

Others Present: Anita Haukaas, Elizabeth Skulan, Cheryl Hanson and Heather Gilbertson from BCDHS.

Call to order and introductions: Lona called the meeting to order at 4:30 pm and introductions were made.

Minute Approval: John Blahnik made a motion to approve minutes from the 9/20/16 FSAC meeting. Bev seconded the motion. Motion passed.

Public Comment Opportunity: No Comments at this time.

Program Presentation: "What is Case Management?": Cheryl Hanson described what Case Management is and what it entails. Case Management can be anything from coordinating client services such as appointments, following through with appointments or getting clients to support groups. As a Case Worker you must be able to anticipate what is coming and instill hope and let the client know that there is a light at the end of the tunnel. We must be able to congratulate the client on what they have accomplished, even if it is just making it to an appointment that day. We also help the clients family members with getting them information or referrals if they wish. We never turn anyone away. We would rather help the client now with getting them the services they need then have them end up getting an Emergency Detention at a later date. Most of the types of services we offer are spread by word of mouth either by Law Enforcement or local Therapists, Outreach Programs or Community Meetings attended by our Social Workers.

FSAC meeting start times and dates: The County Board has requested that we go over the times and dates of the quarterly meetings and discuss if they need to be later so people do not have to leave work early to come to the meetings. This was discussed and all were in agreement that 4:30 is a good time for the meetings. Jeremy made a motion to keep the time at 4:30 and John seconded the motion. Motion passed.

FSAC Membership/terms: The Human Services Board approved the recommendations to extend the terms of John Blahnik and Dale & Nancy Johnson at Thursday's October 27, 2016 Board Meeting. Kathy Wendling (Town of Russell) was asked to serve on the FSAC but respectfully declined. Elizabeth mentioned a person of interest that may want to serve on the committee. They have applied to serve on another committee but are being declined due to conflict of interest. Anita will follow up on this.

Jeremy mentioned John Bennett or Dee Kittleson as possible advisory committee members. Advertising for a new member was talked about and The County Journal, The Connection and The Bottom Line were all brought up as to advertise in. These papers encompass all sections of the county.

Arrowhead Juvenile Detention Center – Duluth, MN Update: The Human Service Board approved to move ahead with using Arrowhead Juvenile Detention Center. The County Board has approved also. The resolution has been completed and we are waiting for the contract to be set up. We are hopeful that this will be in place as of the 1st of the year.

Family Services Section staffing update: Crystal Clark Gregoire has given her resignation and her last day is 11/30/2016. Mary Anich CPS Social Worker started on 09/19/2016 but will be moving over into the Juvenile Justice position vacated by Crystal. Mary will still continue to work on a CPS cases as needed. Interviews will be taking place for the full time position of Family Specialist and part-time Casual Meals on Wheels/for clients in Family Services.

Red Cliff Indian Child Welfare (RCICW) update Leah Thaldorf is the RCICW Director and the only one in the office at this time. They are looking to hire a Case Manager and have received approval for grant funding for a Truancy Worker. Leah continues to update the Family Service Department when she is out of town and for cases that may have something coming up. Family Services and Red Cliff ICW will have their next cases in common staffing in January.

2016/2017 Budget: We have gone over budget for 2016. MH/AODA Emergency Detentions as of 10/26 – 61 compared to last year at this time 59. Juvenile Justice Referrals as of 11/17 – Law Enforcement Referrals: 57 compared to 54 this same time last year; Child Protective Services CPS – the number of cases / families look to be few but there are numerous children within the families; as noted before the cases have significant challenges and substance abuse or mental health issues. Anita is finishing up her Supervising Safety Child Welfare Training which she found to be very informative. There will be a Truancy meeting on 12/08 in the Courtroom. We have had 8 truancy referrals so far this year (2016). The schools are really trying to handle these situations if there are more than 10 unexcused absences, staff will try to work with the youth or families before making a referral. As for law enforcement the main reason for referrals are Disorderly Conduct.

Informational Items: John requested a possible Funding Comparison from when he was on the Board compared to now. Bev mentioned that the League of Women Voters was interested in finding out the trends of poverty issues in Bayfield County. Jeremy brought up the group Stepping Up is inquiring about putting in 30 Low Income Housing units across from Stage North.

Future Meetings: 03/21/2017, 06/20/2017, 09/19/2017, 12/19/2017 at 4:30 pm.

Adjournment: The meeting was adjourned at 5:38 pm.

Minutes respectfully submitted by,

Heather Gilbertson

Heather Gilbertson

BAYFIELD COUNTY JOB DESCRIPTION

1. Department

Human Services – Family Service Section

2. Employee Name

3. Position Title

Family Specialist

4. Position Purpose

To work with families involved in the Family Treatment Court, assisting them to improve their household and parenting skills and to develop positive coping mechanisms.

5. Qualifications

- A. Associate or Bachelor Degree in Social Work, Criminal Justice, or other related field preferred. Degree may be waived upon demonstrated extensive experience working with at-risk children and families struggling with addiction.
- B. Two year working experience in similar work.
- C. Knowledge of drug/alcohol dependence and the needs of individuals in recovery,
- D. Knowledge of child development and positive parenting.
- E. Demonstrated ability to perform work in an independent manner, with minimal supervision from the Family Services Manager.
- F. Competent in computer data systems necessary to perform duties, including Microsoft Office products used by the department.
- G. Valid Wisconsin driver's license and reliable transportation.

6. Knowledge, Skills, and Abilities

- A. Interpersonal Skills
 - 1) Recognizes and acknowledges the feelings of others and demonstrates respect for families
 - 2) Recognizes the importance of dealing with difficult issues within families in a purposeful and meaningful manner to facilitate hope/vision/change.
 - 3) Identifies, with the family, strengths that can be linked to promoting change.
 - 4) Facilitates a team approach with the family and other providers.
 - 5) Persists in engaging families, gathering information, and seeking out resources.
- B. Personal/Professional Awareness
 - 1) Recognizes/respects needs and beliefs of individuals of diverse cultures.
 - 2) Understands that people can change and integrates this belief into case practice.
 - 3) Understands how values, style and background can impact objectivity/bias.
 - 4) Identifies personal strengths and limitations and understands how this is related to their professional role.
 - 5) Displays an ability to be decisive.
 - 6) Displays openness to new information.
 - 7) Seeks out and applies evidence based practices and applies them to working with children and families.
- C. Analytical Thinking

- 1) Displays an ability to gather information from a variety of sources and understands family situations/conditions/dynamics.
 - 2) Ability to identify and successfully apply strength based and solution based strategies when working with children and families.
- D. Communication Skills
- 1) Creates situations that allow for open communication with families and collateral providers.
 - 2) Communicates clearly and accurately, orally and in writing.
- E. Organizational Skills
- 1) Completes required documentation accurately.
 - 2) Meets all required timelines.

7. Examples of Duties

- A. Works with families on hygiene, housekeeping, and safety concerns and helps develop skills to improve these areas.
- B. Assists families with meal preparation and dietary choices.
- C. Provides transportation support.
- D. Conducts home visits to assess family needs and provide case management services when necessary, while promoting self-sufficiency.
- E. Provides psycho-educations services on family related matters, such as: child development, parenting, life skills, home management, personal problem solving and accessing community resources as needed.
- F. Establishes trusting relationships with the child and family, encouraging positive family dynamics and teaching skills to provide them with a safe, protected, home environment.
- G. Acts as an advocate for child(ren) and mentor for the parent(s).
- H. Sets appropriate boundaries and limits with children and families.
- I. Coordinates with the Family Treatment Court team to develop and encourage good holistic outcomes for families.
- J. Attends court hearings, staffing and other Family Treatment Court meetings and family functions as needed.
- K. Maintains strict confidentiality of all information pertaining to families and related work performed
- L. Participates in supervision/consultation.
- M. Performs other duties as assigned.

8. Title of Immediate Supervisor

Family Services Manager

9. Nature of Supervision Exercised Over Employee's Work

Direct – Supervisor provides case supervision with broadly defined goals. Family Specialist determines how goals are met.

10. Titles and Number of Persons Supervised by Employee (in whole or part)

None

11. Nature of Supervision Exercised by Employee

None

12. Contacts with Public – Nature of and Frequency

Office, telephone, home and community with families, collaterals and the public– daily. Contacts are face-to-face, telephone, electronic, home visits and written, daily. Contacts may be made to assist, advise, direct, clarify, or to plan or coordinate Department efforts.

13.

14. Physical Demands

- A. Ability to sit or stand for extended periods of time while performing duties in an office or home environment.
- B. Ability to drive
- C. Light lifting – up to 40 pounds
- D. Ability to work out in the field (e.g. climb stairs, move through a facility or home)
- E. Requires physical demands such as seeing, hearing, and color perception to make judgments both in the office and out in the field.

15. List the Date the Employee Began Service in the Department and the Previous Position(s) Held, Including Dates and Title for Each Position

15. Date _____ Employee's Signature _____

16. Certification of Accuracy of Foregoing Statements and Additional Information or Comments on Employee's Duties

Date _____ Title _____ Supervisor's Signature _____

BAYFIELD COUNTY JOB DESCRIPTION

1. Department

Human Services – Family Services Section

2. Employee Name

3. Position Title

Social Worker Intern LTE

4. Position Purpose

To introduce an intern to social work services, including such tasks as: investigations, on-going case management, ACCESS and Intake, assessments, in one or more of the target areas of: Child Protective Services; Child Welfare; Juvenile Justice; Adult Protective Services; Mental Health; Substance Use Disorders; and/or Youth with Disability Services.

5. Qualifications

- A. High School Diploma, GED or HSED
- B. Minimum of one year of school in an accredited college in the area of social work ; sociology; psychology; criminal justice; or another human services program
- C. Proficient in computer use and keyboarding (50 wpm) including Microsoft software including word processing, spreadsheets, e-mail, etc.
- D. Valid driver's license and reliable transportation

6. Knowledge, Skills, and Abilities

- A. Ability to maintain accurate records and write clear and concise reports.
- B. Ability to maintain complete confidentiality.
- C. Demonstrates reliability in assuming and carrying out the responsibilities and obligations of the position.
- D. Demonstrates the ability to make sound decisions in routine as well as emergent situations.
- E. Some knowledge of modern principles, methods, techniques, practices, and state laws and regulations related to the field of social work.
- F. Ability to reasonably follow direction and accurately interpret laws and regulations pertaining to services provided to the target population(s).
- G. Ability to establish and maintain effective working relationships with staff, community professionals, the general public, and recipients of service.

7. Examples of Duties

- A. Prepares and maintains records and reports as required.
- B. Performs support functions such as: filing; securing transportation; coordinating services; providing information and outreach; make collateral contacts; etc.
- C. Job shadows social workers engaged in providing services to the target population(s) as assigned. Examples might include: investigations; home visits; supervised visitation; court hearings; etc.
- D. Participates in section staffing, department meetings, work-related committees, and trainings
- E. Performs other duties as assigned

8. Title of Immediate Supervisor

Family Services or Aging and Disability Services Manager

9. Nature of Supervision Exercised Over Employee's Work

Direct – Supervisor provides general supervision with broadly defined goals.

Please note: The supervision provided by Bayfield County will NOT meet the State of Wisconsin pre-certification and pre-licensure requirements for Social Work candidates. However, DHS staff will work with an individual qualified identified by the Social Work Intern LTE who will provide the pre-certification and pre-licensure requirements if requested.

10. Titles and Number of Persons Supervised by Employee (in whole or part)

None

11. Nature of Supervision Exercised by Employee

None

12. Contacts with Public – Nature of and Frequency

Office, telephone, electronic, home visits, and written contact daily. Contacts may be with consumers, staff, other county departments and employees, other organizations and the general public. Contacts may be made to assist, advise, direct, clarify, or to plan or coordinate Department efforts.

13. Physical Demands

- A. Ability to sit or stand for extended periods of time while performing duties
- B. Ability to drive
- C. Ability to lift up to 20 pounds
- D. Ability to work out in the field
- E. Ability to work out in the field and navigate environments that are a human health hazard and/or have limited physical access.
- F. Requires physical demands such as seeing, hearing, and color perception to make judgments both in the office and out in the field

14. List the Date the Employee Began Service in the Department and the Previous Position(s) Held, Including Dates and Title for Each Position

15. Date _____ Employee's Signature _____

16. **Certification of Accuracy of Foregoing Statements and Additional Information or Comments on Employee's Duties**

Date _____ Title _____ Supervisor's Signature _____