MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION

Position Title: Family Protection and Engagement Case Manager	**Department:** Human Services	**Division/Section:** Family Protection and Engagement Unit
Classification: Full-Time; Exempt/Salaried	**Wage:** $44,770.56 - $48,354.72	**Supervisor:** Family Protection and Engagement Supervisor
Supervision Exercised: None	**Posting Date:** 8/31/26	**Deadline Date to Apply:** 09/14/2026
Benefits: Wisconsin Retirement System pension; deferred compensation plan; health, vision, and dental insurance; flexible spending account; short- and long-term disability; life insurance; 15 paid holidays; and opportunity to begin earning personal time at time of hire (208 hours in 1st year).		
Position Summary: This position provides Birth to 3 (B-3), Children's Long-term Care Support (CLTS), Child Protective Services (CPS), along with Youth Justice intake services, case management and assessments.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond to referrals of B-3, CLTS, YJ, child abuse/neglect (CPS); evaluate the need for B-3, CLTS, YJ, and child protective services as it relates to state statutes that govern the children programs
- Provide services to maintain a family, reduce out-of-home placements, and reunite families when a child has been placed out-of-home; determine and select appropriate alternate care resources for an individual needing placement
- Provides expertise on navigating the early intervention system, using family-centered practices, linking families to community resources, fostering strong family-professional partnerships, and facilitating and documenting the early intervention process.
- Perform case management responsibility which includes, but is not limited to: verbal/written reports, progress notes, screening; case planning; court services; assessments (B-3 Developmental Assessment of Young Children, Second Edition (DAYC-2), or other standardized assessments as assigned), consumer and collateral contacts, outreach, prevention, information and referral, and/or coordination of direct and support services as it relates to the treatment plan
- Develop and initiate an individual plan of treatment/case plan with consumer and/or family participation including assessment of children's and families' strengths, risks, and needs. Evaluate the case/treatment plan on an ongoing basis including the use of Permanency/Case Plans, and/or IFSPs, and/or ISPs to connect children and their families with early intervention and other services needed
- Maintain, and abide by all confidentiality laws, agency policy and procedures, manuals, administrative codes, and state/federal laws; utilize appropriate grievance procedures and acquire and maintain a working knowledge of reporting requirements, memos/bulletins, and other program manuals.
- Creation and filing of court documents; coordinate and complete intake assessments, Individual Service Plan (ISP), and Individual and Family Service Plan (IFSP); complete YASI risk assessments
- Attend program team meetings, and in-service training as appropriate to meet licensing requirements, and to continue personal and professional growth
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Social Work (certified or eligible for certification as a Social Worker in Wisconsin pursuant to Wis. Stats. 457.08), or a bachelor's degree in a related Human Services/behavioral science field from an accredited University. A major in Social Work with certification is preferred.
- Direct job experience, education, or training in working with case management of children's disability services, Child Protective Services, and Youth Justice with family involvement is preferred.
- Direct job experience in assessing children and families around the issues of family dysfunction and delinquency.
- Experience in negotiating and facilitating plans for risk and safety stabilization for the child, family, and community.
- Experience in facilitating a team approach process in working with children and families.

- Possession of a valid Wisconsin Driver's license and access to an owned, insured vehicle and provide evidence of meeting such requirements continually; must have a good driving record.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- **Reports/Communication:** Preparing numerical, assessment, and/or narrative management reports and/or client records/files. Oral, and written communication and making presentations to groups and individuals. Establishing and maintaining effective working relationships with supervisors, county managers, provider organizations, program participants, representatives of other governmental agencies, unit personnel, and other professionals in the field.
- **Physical Demands:** Ability to lift 30 pounds, stand, bend, sit, kneel, reach, and stoop. Frequently climb flights of stairs; sit for several consecutive hours
- **Working Conditions:** Operate/drive a car; requires manual dexterity sufficient to operate standard office equipment. No limitations that would impair or restrict the ability to hear and understand communication or to communicate with others, to comprehend oral or written instructions, and to read manuals, forms, and other documentation. No limitations that would impair or restrict the ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discriminate different shades of color.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

APPLICATION PROCESS: A complete application includes:

- Menominee County Employment Application available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of college transcripts (official "stamped" copies due before the start date if offered the position); • Copy of current resume
- Copy of valid Wisconsin Driver's license.

Applications that are unsigned, incomplete, or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Human Resources P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal-opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.