

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INSTITUTION SOCIAL SERVICES DIRECTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional supervisory positions located within the classified service. Positions allocated to this classification supervise and administer the social services program within a correctional, mental health, or home for aged and disabled veterans operated by the State. 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.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Health and Social Services, the Department of Corrections, and the Department of Veterans Affairs. Positions allocated to this classification develop, implement and maintain an institutionwide social services program and (1) supervise a staff of professional level social workers in the performance of their duties or (2) supervise the practice of social work on an institutionwide basis and evaluate the social work staff performance in collaboration with an Institution Unit Supervisor. Positions allocated to this classification recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of the time, develop, implement and maintain medical, nursing, psychological, or daily living activities programs on an institutionwide basis.
3. Positions which, for a majority of the time, develop, implement and maintain a specialized social services program on a distinct unit or units within an institution.
4. All other positions which 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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Positions in this classification are located in facilities operated by the state and are responsible for: administration of comprehensive facility - or institutionwide social services programs in accordance with relevant standards, laws, and departmental policies; supervision of and consultation to professional social work staff regarding social work practice issues; and establishment of the overall social services goals, policies and procedures pertinent to the facility. The social services program provides social work services to persons who are assigned to the custody of the state because of mental illness, dependency, neglect, delinquency, criminal rehabilitation or disability and age for wartime veterans, and involves administration of social work programs and casework activity. Positions in this classification may act as an assistant to the institution treatment director.

Representative Positions:

Department of Health and Social Services, Winnebago Mental Health Institute: Reports to the Clinical Director and develops, implements and maintains an effective institutionwide social services program according to standards established by the National Association of Social Workers, the Health Care Financing Administration, the Joint Commission on Accreditation of Healthcare Organizations, and relevant laws such as Chapters 51, 55 and 971. This position participates in the overall management of the Institute.

Department of Health and Social Services, Mendota Mental Health Institute: Reports to the Clinical Director and develops, implements, and maintains the institutionwide social services program. Plans, develops, and supervises the patient rights program and coordinates a graduate social work field placement program. Supervises the chaplaincy program.

Department of Corrections, Fox Lake Correctional Institution: Reports to the Institution Treatment Director and supervises social workers in the performance of casework, counseling and treatment services to inmates. This position represents the social services department on the program review committee, coordinates activities with the Division of Probation and Parole and substitutes for the Treatment Director as needed.

Department of Veterans Affairs, Wisconsin Veterans Home: Reports to the Deputy Commandant and plans and administers a comprehensive social service program which provides care for disabled and aged wartime veterans and their eligible dependents; evaluates program priorities and develops services to meet federal and state standards, laws and regulations for skilled or intermediate nursing home care.

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.