



Dane County Department of Human Services

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JOE PARISI
DANE COUNTY EXECUTIVE

MEMORANDUM

DATE: October 16th, 2023

TO: Chair and Members of the Personnel and Finance Committee

FROM: Nancy Ortegon-Johnson
CYF Staff Development Manager

RE: Two Social Service Specialists Parent Peer Support Project Positions #3486 & # 3485 and One Case Manager Target Safety Support Project Position #3484. Positions have been vacant longer than 6 months. These positions are funded by Targeted Safety Support Funding.

County Ordinance 29.52 (15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than (6) months. 2 Social Service Specialists (Parent Peer Support Project Positions) #3486 & # 3485 and Case Manager (Target Safety Support Project Position) #3484. Positions have been vacant longer than 6 months.

What is the nature of the work or what is the essential function of the position?

Social Service Specialist Parent Peer Support positions #3486 and #3485: These positions provide supportive services and hands on assistance to parents and children who are part of an in-home safety plan. These are families who are involved with Child Protective Services. This includes conducting a variety of interactions with the parents that support and enhance parent protective capacities and thereby supports children remaining in their parental home. The candidates in these positions will have Lived Experience with Child and Youth serving systems.

Case Manager Target Safety Support position #3484 This position will work closely with children, adults, families, guardians, service providers and natural supports. Case Managers promote self-determination, community belonging, valued social roles, the sharing of ordinary places, opportunities

for contribution, and choice while seeking to ensure health and safety. Work as part of a team to conduct ongoing assessment and analysis of child safety, parent protective capacities and needs in partnership with families to establish and prioritize goals and service needs. Establish ongoing relationships with children, youth, and parents to encourage and motivate change behaviors necessary to maintain personal and family safety. They will also be a social support for parents in times of crisis.

How has this function been fulfilled without these positions?

Social Service Specialists Parent Peer Support Positions #3486 & # 3485: Some of these duties have been provided by utilizing contracted services and other staff. These positions primary job function is to work with families that have an in-home safety plan. The current positions are funded through Target Safety Funds and are project positions and are new to the department. The overall function of these positions has not been fulfilled by the department. These positions will build our internal capacity to support in-home safety plans instead of relying on contracted services.

Case Manager Target Safety Support Position #3484: Some of these duties have been provided by social workers. This position will work in collaboration with assigned social workers and other service providers. This is a new project position and it will allow enhancing services to families enrolled in TSSF. This position will build our internal capacity to support in-home safety plans instead of relying on contracted services.

These positions were effective January 1st, 2023, but the department first had to hire a Target Safety Support Supervisor before we could proceed with hiring these positions.

What will be the impact on the Department's function and Mission if these positions remain vacant?

If these positions remain open families and children involved in CPS will not receive the additional support that these positions will provide to them and their children, closely monitor in-home safety plans. These positions will be in the Target Safety Support Unit that will provide enhanced services to families enrolled in TSSF.