**NOTIFICATION OF EMPLOYMENT**

**OR ASSIGNMENT OF**

**JUVENILE COURT INTAKE WORKER**

Pursuant to DCF 82.05 Administrative Code, County Departments of Social/Human Services are required to notify the WI Child Welfare Professional Development System when a person has been employed or assigned to perform juvenile court intake worker duties as defined in s. 938.067 and s. 48.067,

WI Stats. According to s. 938.06(1)(am) 1 and s. 48.06(1)(am)1, WI Stats., all intake workers who begin employment after May 15, 1980 shall have successfully completed 30 hours of training provided by the department.

**Please provide the following information and submit to the WI Child Welfare Professional Development System prior to the completion of the first six (6) months of employment in the position.**

1. Name of Juvenile Court Intake Worker:
2. Employing County Agency:
3. Date of employment or assignment to perform intake worker duties:
4. Position in the agency (full time or part time):

Circle one

* 1. If applicable please complete the following:

This person works part-time, on-call only

Number of hours per month on call:

1. Supervisor and phone number:

   (           *)*

1. *Check One of the Following:*

       This employee is required to complete Basic Intake Worker Training;

       This employee completed the Basic training on                                              ;

(Date of certification)

       This employee is exempt from Basic Training because s/he was hired to perform

juvenile court intake duties in WI prior to May 15, 1980.

1. Comments:                                                                                                                                                                                                                                                                                                                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit to Darin Smith, Juvenile Justice Training Coordinator, 8010 Excelsior Drive, Madison, WI 53717 Phone 608.890.2338 Fax 608.890.1594

FOR WCWPDS USE ONLY:

|  |  |  |
| --- | --- | --- |
| Dates of Training | Passed Initial Yes No |  |
| Location of Training | Passes Re-take Yes No |  |

Dates of Training

Location of Training

January 2017