Employment Opportunity

Sawyer County
Adult Protective Services /Information and Assistance Specialist

Sawyer County Health and Human Services is accepting applications for a full time position consisting of 50% Adult Protective Services (APS) Specialist for the County and 50% Information and Assistance (I&R) Specialist position for the Aging and Disability Resource Center of the North, Sawyer County Branch Office.

The APS function of this position provides intake, investigation and referral for legal intervention and community services to adults-at-risk and abused elders. The I & R function of this position provides information, assistance, screening and referral to the general public about resources designed to assist elders and individuals with disabilities that address both their short term and long term care needs.

Sawyer County (population 17,000) is situated within the pristine woods and waters of northwestern Wisconsin. Sawyer County Health and Human Services is located in the county seat of Hayward. Hayward is the home of world class events such as the American Birkebeiner and the Lumberjack World Championships.

Qualifications for this position include a Bachelor’s Degree in Social Work or related field including a State of Wisconsin Social Work Certification or license. Certification as a WI Long Term Care Functional Screener will need to be obtained within 2 months of employment and Certification through the Alliance of Information and Referral Systems (AIRS) will need to be obtained within 12 months of employment. The qualified candidate will also be proficient with computer programs; be able to read and comprehend instructions and write short correspondence and memos; must possess excellent oral communication skills; and must possess a high degree of personal and professional integrity. Individuals in this position must maintain client confidentiality, staff and agency information, must be able to meet the public and get along well with others, and must demonstrate sensitivity to persons with social challenges. Employee must also possess a valid Wisconsin driver’s license.

Sawyer County offers a generous fringe benefit package including health insurance, retirement, life insurance, vacation, sick leave, and holiday pay. This position is scheduled for 35 hours per week.

Complete position description and application form may be obtained at the Sawyer County Human Resources Office of the Courthouse at 10610 Main St., Hayward, by calling 715 634-7554 ex 2226, or from the Sawyer County web site at www.sawyercountygov.org under Information/Employment.

Applicants must complete the Sawyer County application form and submit it with a resume no later than 4:00 p.m. on March 18, 2016. Application and resume may be returned to the Sawyer County Human Resources Office, Suite 23, Hayward, WI 54843, or may be submitted electronically through the Sawyer County web site.

Sawyer County is an Affirmative Action / Equal Opportunity Employer
Women and Minorities Encouraged to Apply