The Health & Human Services Department has an opening for a Social Worker I, II, III, MA/MS. This full time, 40 hour per week position has a starting salary of $20.21/hr. to $23.95/hr. based on qualifications.

PURPOSE AND SUMMARY
Responsible for planning, providing, arranging, and monitoring direct client services under the close supervision of a Health and Human Services Supervisor. May perform under the title of Social Worker, Case Manager, Service Coordinator or comparable designation.

ESSENTIAL DUTIES
Provides information, outreach, and assistance to consumers and the public at large; collects information, determines service eligibility and need, and accepts referrals for services as assigned. Maintains familiarity with and informs persons served of their rights and responsibilities and assures that rights are protected in the course of services delivered. Demonstrates engagement and responsiveness with consumers and their support teams; assesses current functioning and priorities, and determines the type, times, and range of services or supports required. Develops comprehensive, outcome focused service plans in response to needs and secures, arranges, or appropriates the resources necessary to meet them. Provides, coordinates, regularly monitors, and/or adjusts services as planned, assuring their ongoing focus, effectiveness, and efficiency. Maintains case records, including timely and accurate documentation of activity, progress toward goals, and changes in consumer status or plans. Analyzes the need for court orders or intervention, prepares court reports, assists with court appearances, and provides testimony as may be required. Maintains awareness of and compliance with applicable rules, policies, procedures, funding source requirements, professional standards, and evidence based practices as may apply. Participates in unit and department-wide meetings, discussions, training, and activities, demonstrating orientation toward professional competence and continuous quality improvement; makes recommendations for and assists with service improvement when warranted. Performs other duties as assigned.

QUALIFICATIONS
A minimum of a four year degree from an accredited college or university with a bachelor’s degree in social work, and/or possessing social work certification issued by the State of Wisconsin within the first year of employment. Knowledge and understanding of federal laws, State statutes and administrative rules which regulate the services provided by the Division of Social Services, is preferred. Ability to relate to people and to communicate effectively in both written and oral formats. Ability to maintain confidentiality. Ability to follow instructions, to complete tasks and to work closely with the supervisor and others. Knowledge of and sensitivity to social problems, cultural diversity issues, human growth and development and their effect on the individual and family functioning. Ability to coordinate client/family activities and functions that cross departmental lines and involve other county and community departments and agencies. Ability to establish and maintain effective working relationships with co-workers, State and county departments, and the general public. Ability to learn community resources and state and federal laws. Unlimited access to a car, valid driver's license and ability to drive or arrange travel in and out of county as needed and/or requested by supervisor or his/her designee.

Applications will be accepted through 5:00 p.m. on Friday, March 6, 2015.
Internal Applicants: Please reference the above job posting number and position when submitting your internal application for employment which is located on the Sheboygan County shared drive/Sheboygan County/Human Resources/Forms/Internal Application for Employment.

AMERICANS WITH DISABILITIES ACT NOTICE
Sheboygan County willingly accommodates persons with disabilities. If you require special assistance with the application process, please contact Sheboygan County Human Resources Office at (920) 459-3105.

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