Opening: Social Worker—CLTS/CCS

Department: Human Services

Trempealeau County
Human Resource Department
36245 Main St., PO Box 67, Whitehall, WI 54773
715-538-2311 ext 224 personnel@tremplocounty.com

PURPOSE OF POSITION:
The purpose of this position is to coordinate services for disabled children (including children who are severe emotionally disabled): conducts assessments, develops service plans, coordinates service delivery, provides on-going case management, assesses risk/protective services, monitors purchased services, and provides client advocacy. The work is performed by a Social Worker in accordance with applicable rules, regulations, guidelines and laws for the Children’s Long Term Support Waivers and the Comprehensive Community Services program and under the direction of the Behavioral Health Services Supervisor.

REQUIRED QUALIFICATIONS:

- Bachelor’s Degree in Social Work, two years social work and case management experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Experience in developing community alternatives for disabled children and knowledge of Long Term Care, Behavioral Health and other related programs preferred.
- Valid motor vehicle operator’s license and/or available means of transportation required.

LICENSES, CERTIFICATIONS OR OTHER REQUIREMENTS:

- Wisconsin Social Work Certification required or must receive Wisconsin Certification during the one year probationary period.

COMPENSATION AND BENEFITS:
The pay range for this position is: $19.28 to $24.10 per hour
A comprehensive benefit package is offered to county employees, see the benefit page for more details.

All required application materials can be found at www.tremplocounty.com

Completed application must be received (via mail, email, fax or hand-delivered to HR) by 4:30 pm 03/21/2016

Equal Opportunity Employer
Affirmative Action
Position:
CLTS/CCS Social Worker
Starting Pay: $19.28-24.10

HEALTH INSURANCE
Trempealeau County contributes 88% of the lowest cost plan. Employee contribution varies depending on the Plan selected.

FLEXIBLE BENEFITS
- Disability Income Insurance
- Dental Insurance
- Critical Illness Insurance
- Cancer Insurance
- Accident Income Insurance
- Vision Coverage
- Life Insurance (spouse & family available)
- Medical Reimbursement
- Dependent Care Reimbursement
- Two (2) Voluntary Deferred Compensation Plans

RETIREMENT
Trempealeau County and the employee each pay 50% of the actuarially required contribution to the Wisconsin Retirement Fund.

2016 General Rate
- Employer Share – 6.6%
- Employee Share – 6.6%

VACATION
Vacation is accrued per pay period based on years of service, starting at 12 days per year up to 25 days per year.

HOLIDAYS

SICK LEAVE
Sick is accrued per pay period based, up to 12 days per year
Trempealeau County
Position Description

Title: Social Worker

Department: Human Services

FLSA: Exempt

Date: December 2014

Reports To: Behavior Health Services Supervisor

Purpose of Position

The purpose of this position is to coordinate services for disabled children (including children who are severe emotionally disabled): conducts assessments, develops service plans, coordinates service delivery, provides on-going case management, assesses risk/protective services, monitors purchased services, and provides client advocacy. The work is performed by a Social Worker in accordance with applicable rules, regulations, guidelines and laws for the Children’s Long Term Support Waivers and the Comprehensive Community Services program and under the direction of the Behavioral Health Services Supervisor.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assesses client needs, determines eligibility, applies for, and utilizes appropriate funding sources. Interviews client, family, care providers, and others to gather case information. Determines client medical, psychosocial, environmental, and financial situation. Determines risk and least restrictive alternatives for care.

Develops service plans, find and develop resources, access other agencies and make appropriate referrals, coordinate paid and non-paid support, and provide advocacy.

Provides on-going case management by coordinating, monitoring, and adjusting services. Monitors purchased services by reviewing service billings and authorizing payment.

Advocates on behalf of clients. Contacts family members, friends, medical care personnel and other agencies.

Documents client progress. Completes required program forms, obtain necessary medical documentation, and write reports, case notes, correspondence, and other materials. Assists in writing grant applications.

Creates and presents public awareness information, reports, and presentations regarding services for disabled persons. Promotes inter-agency cooperation between Trempealeau County Department of Human Services and area hospitals, schools, provider, and collateral agencies.

Maintains working knowledge of Human service programs, policies, manuals, guidelines and statutes. Attend and participate in staffing and agency meetings.
Social Worker

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Serves on area or state committees or boards related to social service programs or service delivery. Maintains technical manuals. Assists in updating policies and procedures as directed by Supervisor. Takes and relays messages. Photocopies printed material.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Social Work, two years social work and case management experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience in developing community alternatives for disabled children and knowledge of Long Term Care, Behavioral Health and other related programs preferred. Wisconsin Social Work Certification required or must receive Wisconsin Certification during the one year probationary period. Valid motor vehicle operator's license and/or available means of transportation required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiates, measure, copy, record and transcribes data and information. Ability to classify, computes, tabulate and categorize data.

Ability to counsel, treat and mediate and/or provide first line supervision. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information such as billing statements, expense reports, grant applications, vouchers, representative payee reports, Social Security Reports, check registers, budgets, assessment reports, case notes, school records, medical records, program policy manuals, medical equipment catalogs, case management manuals, computer software operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with clients, client families, attorneys, law enforcement, agency personnel, Judge, Economic Support, Social Security, school staff and medical care providers.

Mathematical Ability

Ability to add and subtract, multiply and divide and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria as opposed to criteria which are clearly measurable.

Physical Requirements
Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and odors associated with job-related objects, materials, and tasks.

**Environmental Adaptability**

Ability to work under conditions which require exposure to environmental factors such as irate individuals, intimidation, odors, pets, hazardous waste, traffic hazards, and disease. This exposure may cause some discomfort and presents a risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

______________________________  ______________________________
Employee’s Signature                     Supervisor’s Signature

______________________________  ______________________________
Date                                     Date
# Trempealeau County Government

**APPLICATION FOR EMPLOYMENT**

**HUMAN RESOURCE DEPARTMENT**
36245 MAIN STREET
WHITEHALL, WI 54773
OFFICE: (715) 539-2311
FAX: (715) 539-4776
personnel@trempocounty.com

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(Please print or type)

**DATA**

Position you are applying for: ______________________________ Date: ____________

**PERSONAL DATA**

FIRST NAME __________ M.I. __________ LAST __________

ADDRESS (Street number and name) __________ CITY __________ STATE __________ ZIP CODE __________

PHONE (Home or other number where you can be reached) ________ BUSINESS PHONE ________

EMAIL

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- Have you ever filed an application with us before? □ Yes □ No
  If yes, when? ______________________________

- When are you available to begin employment? ______________________________

- Check the types of work you will accept:
  - □ Regular Full Time
  - □ Regular Part Time
  - □ Weekends
  - □ Temporary Full Time
  - □ Temporary Part Time
  - □ Any of the above
  - □ Rotating Shifts
  - □ Night Work

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- Are you legally eligible to work in the United States? □ Yes □ No
- Are you a former employee of Trempealeau County? □ Yes □ No
  If yes, please indicate: Department ______________________________ Date Separated ____________

- Have you ever been convicted of any unlawful offense, other than a minor traffic violations? □ Yes □ No
  If yes, please explain: ______________________________

  **NOTE:** A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, nature of the crime and type of job for which you are applying will be considered.

- Do you have a valid driver's license? □ Yes □ No
- Do you have a valid commercial driver's license (CDL)? □ Yes □ No
  List Endorsements: ______________________________

- Have you read the job description for the position for which you are applying? □ Yes □ No
# EMPLOYMENT HISTORY

Using a separate section for each position, describe in detail all work experience beginning with your present or most recent job. Include periods of unemployment, self-employment, military service, internships, and volunteer and summer work. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application.

May we contact your present employer? □ Yes □ No

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<tr>
<th>Employer (Present or most recent)</th>
<th>Address</th>
<th>Phone No</th>
<th># supervised by you</th>
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<tr>
<td>Job Title</td>
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<tr>
<td>Name of Supervisor</td>
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# Preparation & Performance

## Education

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<tr>
<th>School name and location</th>
<th>Vocational/Technical School</th>
<th>College/University</th>
<th>Graduate/Professional</th>
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<td>Circle years completed</td>
<td>9 10 11 12 GED 1 2 3 4 1 2 3 4</td>
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<td>List credit hours received</td>
<td>(S)-Semester (Q)-Quarter</td>
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<td>Diploma/Degree received</td>
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<td>Course of study</td>
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## Training

List fields of work for which you have been registered, licensed, or certified. (Including driving, Reg. and CDL)

License: ______________________ State: __________ No: __________ Exp Date: __________

License: ______________________ State: __________ No: __________ Exp Date: __________

List Internships, specific courses, workshops, training and/or rotations you may have had that relate to the position you are applying for. Include credit hours of CEU's if applicable.

________________________________________________________________________

## Skill

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for our County. Include any professional licenses or skill.

- [ ] Typing
- [ ] Copy machine
- [ ] Multi-line Switchboard
- [ ] Shorthand
- [ ] Data entry
- [ ] Financial/Banking
- [ ] Transcription
- [ ] 10-key adding machine
- [ ] Special terminology
- [ ] Word Processing
- [ ] Facsimile
- [ ] Insurance/Billing
- [ ] Computer Programming (specific language and equipment)
- [ ] Other ___________________________

- [ ] Electrician
- [ ] Carpenter
- [ ] HVAC
- [ ] Painter/Plasterer

## References

List three persons who are not related to you who have definite knowledge of your qualifications for the position for which you are applying such as co-worker, teacher, etc. DO NOT repeat the names of supervisors previously listed.

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CERTIFICATION OF APPLICANT

I certify that, to the best of my knowledge and belief, the statements given truly represent my background and experience. I understand that any incomplete, misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, my employment with Trempealeau County may be terminated. I understand that employment with Trempealeau County is at-will and I agree that Trempealeau County shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

In addition, I give the following Authorization to Release Information. I also authorize pertinent former employers, companies, schools, agencies, municipalities or persons to give to Trempealeau County any information requested regarding my employment, character, experience and qualifications, and/or suitability for employment with the County, including a check of my fingerprints, police record and background for purposes of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

I understand that my name and other pertinent information may be released to the general public and to the news media if this information is requested according to the requirements stated in Wisconsin’s Open Records Law. Skill and drug testing may be required depending upon the position for which you are applying. In addition, a copy of this authorization is as valid as the original and should be recognized as such. I further understand that I may be asked to undergo a physical examination, which may include substance abuse screening (drug testing), prior to employment with Trempealeau County. Refusal to participate in such examination will result in the rejection of my application. Finally, I have read and understand the description of the job I am applying for and I certify that I am able to perform all the required functions of the job.

__________________________________________________________________________
Applicant’s Signature

__________________________________________________________________________
Date

AN EQUAL OPPORTUNITY EMPLOYER
Trempealeau County is committed to non-discrimination in employment. To assist in this effort, we ask your voluntary cooperation in responding to the questions below. The data collected will be used for statistical and affirmative action purposes only. Responses will not be used in evaluating your application.

**Position applying**

**How did you find out about this recruitment? (check only one)**
- Newspaper ad
- County web page
- Other (please specify)
- Friend/Relative

- I do  
- I do not wish to provide the following information

1. **Are you**
   - Male
   - Female

2. **Ethnicity:**
   - Are you Hispanic or Latino (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin unique to the Americas, regardless of race)?
   - Yes
   - No

3. **Race:** (not Hispanic or Latino)
   - African American/Black: A person having origins in any of the black racial groups of Africa.
   - American Indian/Alaska Native: A person having origins in the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.
   - Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Philippine Islands, and Vietnam.
   - Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
   - White/Caucasian: A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or Southwest Asia.
   - Two or more races: A person who identifies with more than one of the five races listed above.
   - If you select this option, please indicate a primary race: ______________________

4. **Do you have a disability as defined by the Americans with Disabilities Act (ADA)?**
   - All disability status information will be treated as confidential.
   - Yes
   - No

5. **Have you ever been on active duty in the U.S. Armed Forces?**
   - Yes
   - No

6. **If you have been on active duty in the U.S. Armed Forces, which, if any, apply?**
   - Vietnam Era veteran
   - Special disabled veteran
   - Recently separated veteran
   - Other protected veteran