



**ROCK COUNTY**  
invites applications for the position of:

# **Human Services Professional- SUD Case Manager (Intoxicated Driver Program Assessor)**

An Equal Opportunity Employer

## **SALARY**

Hourly  
\$19.22 - \$30.69

**OPENING DATE:** 03/11/20

**CLOSING DATE:** 03/27/20 05:00 PM

## **POSITION SUMMARY AND JOB DUTIES:**

**Conducts Intoxicated Driver Assessments for clients who have been convicted of operating a motor vehicle while intoxicated. Will be responsible for providing IDP assessments, utilizing the WAID, and making community treatment or education referrals based on the findings of the assessment. Will work with clients using motivational interviewing skills linked to the stage of change they are currently in. Will provide case management needed to get client linked to appropriate treatment provider. Work is performed under the direction and general supervision of the IDP supervisor. Supports and promotes the Mission, Vision, and Guiding Principles of the Human Services Department. Performs in a manner consistent with the HSD Professional Standards and "Commitment to My Co-Workers.**

**Will perform IDP services**

- 1. Will complete WAID assessment.**
- 2. Will complete Driver Safety Plan.**
- 3. Will submit MV3633, MV3634, and MV3631 utilizing the DOT WASP system.**

**Will provide case management to IDP clients**

- 1. Will monitor compliance with DSP and follow up with community treatment providers.**
- 2. Will take and return phone calls to clients and providers.**
- 3. Will complete all necessary IDP paperwork.**
- 4. Will facilitate county funding process for qualified clients referred to community treatment providers.**

**Ensure Chart Compliance**

- 1. Complete all paperwork in determined time frame.**

**Other duties as assigned.**

**SUCCESS FACTORS (KSA'S):**

- Knowledge of MI principles and skills.
- Knowledge and understanding of DHS 62.
- Knowledge and understanding of SUD screening, assessment, and treatment.
- Ability to work collaboratively with internal and external partners.
- Ability to communicate effectively orally and in writing.
- Skills in welcoming and engaging difficult to reach clients with complex needs.
- Ability to embrace and nurture a person centered, recovery oriented framework and culture for service delivery.

**JOB REQUIREMENTS, EDUCATION, TRAINING & EXPERIENCE:**

- Certified IDP assessor or ability to obtain immediately.
- Bachelors degree from an accredited university in a relevant subject area.
- ability to work flexible hours (8-5 3 days per week, 10-7 2 days per week)

**ESSENTIAL JOB FUNCTIONS (PHYSICAL ELEMENTS, EQUIPMENT AND WORKING CONDITIONS):**

**Physical elements:**

- Ability to stand, walk and sit.
- Ability to exert up to 20 lbs of force occasionally or up to 10 lbs of force frequently

**Equipment use:**

- Ability to use computer and computer keyboard.

**Working conditions:**

- A valid driver's license is required
- Potential to work with physically and verbally abusive clients

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<https://agency.governmentjobs.com/rock/default.cfm>

Job #RC-0803079  
HUMAN SERVICES PROFESSIONAL- SUD CASE MANAGER  
(INTOXICATED DRIVER PROGRAM ASSESSOR)  
JN

OUR OFFICE IS LOCATED AT:  
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