



DODGE COUNTY JOB POSTING

Internal and External Posting

Date Posted: 1/6/21

**Deadline: Position Open Until Filled
Applications Reviewed Upon Receipt**

Title: **Social Services Specialist (Long-term and Short-term General Skilled Nursing)**

Department/Location: **Social Services/Clearview**

Reports to: **Director of Support Services**

Status: **Full-time, Exempt**

Overall Purpose/Summary: Under the general direction of Director of Support Services, assesses residents' psychosocial needs and develops treatment plans to meet those needs. Provides direct services to residents and advocates for resident rights. Maintains social services records. Provides training for new staff.

Education and Experience:

Bachelor's Degree in Social Work or related field. Two (2) years social work experience in a long-term care facility and State of Wisconsin Social Work certification preferred. Must be certified as a feeding assistant or become certified within orientation period.

Other Requirements:

- Knowledge of State and applicable federal codes
- Working knowledge and understanding of principles of human development and interaction.
- Ability to assess resident needs, determine realistic goals, and to follow through with appropriate approaches to achieve these goals.
- Ability to maintain effective working relationships with residents, families, guardians, community contacts, and interdisciplinary team members.
- Ability to communicate effectively.
- Knowledge of and respect for resident rights
- Knowledge of and ability to comply with policies and procedures.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs
- Must meet the requirements of the Dodge County Driver Qualification Policy.

Starting Wage Range (01/01/2019):

\$23.58 - \$30.66 (*Dodge County Labor Grade Six (6)*)

****PLEASE NOTE THE APPLICATION PROCESS BELOW****

Current Dodge County Employees: If you wish to be considered for this position, you must submit an online application for internal applicants. For position details, complete job description and to apply visit: <http://tinyurl.com/applydodge>

Outside Applicants: Dodge County now accepts online applications only. For position details, complete job description and to apply visit: <http://tinyurl.com/jobsatdodge>

***Please note, if you do not have access to a computer you may stop in at the Dodge County Human Resources Department or at Clearview to use a public computer or visit any local library.*

If you have any questions please feel free to contact Dodge County HR Dept. at Clearview 920-386-3438. Thank you for your interest.