



# **DODGE COUNTY JOB POSTING**

*Internal & External*

**Date Posted:** 12/06/2022

**Application Review Date:** 12-19-2022 - Position Open Until Filled

**Title:** Case Manager I, II, or III – Community Programs

**Department/Location:** Human Services & Health/Henry Dodge Office Building

**Reports to:** HS Supervisor

**Status:** Full Time, Non-Exempt

## **POSITION SUMMARY**

This position is responsible for providing the following types of services: needs assessments, case planning, advocacy, and development of community resources; providing services to both children and adults with varying abilities and functioning levels. The position of Case Manager will be assigned a designated Division within the Human Services and Health Department.

## **REQUIRED JOB COMPETENCIES**

- Knowledge of laws and regulations that affect the delivery of services provided by the Department.
- Knowledge of community resources and alternative care resources.
- Knowledge of applicable State statutes.
- Working knowledge of mental health and AODA assessment, diagnosis, and treatment.
- Working knowledge of client rights, confidentiality, standards of practice, and ethics in mental health/AODA field.
- Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 35, 36, 48, 51, 55, 63 and 75; and Medicaid Waiver Manual (CLTS).
- Knowledge of human development and behavior, family and group dynamics, and mental, physical, and social dysfunctions.
- Knowledge of and sensitivity to cultural differences and special needs of various minority groups, and ability to consult with other staff regarding these.
- Ability and skill to relate to clients in stressful or crisis situations.
- General knowledge of interviewing and supportive counseling techniques.
- General knowledge of social casework techniques.
- Knowledge of social, economic, and health problems of basic human behavior and of available assistance and rehabilitative services and techniques.
- Knowledge of human service needs assessment methodologies.
- Knowledge of legal requirements including privacy, resident rights, confidentiality, and non-discrimination.
- Knowledge of goals, principles, and practices of human service programs, program administration, and program goals and their intended impacts.
- Knowledge of the County and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.

- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

## MINIMUM REQUIRED QUALIFICATIONS

### **Case Manager I - \$25.50/hr**

- Associate's Degree in a related human services field and two (2) years' related work experience in case management. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.
- Must successfully pass caregiver and criminal background check.

### **Case Manager II - \$26.75/hr.**

- Bachelor's Degree in a related human services field.
- Must successfully pass caregiver and criminal background check.

### **Case Manager III - \$28.57/hr**

- Master's Degree in a related human services field.
- Must successfully pass caregiver and criminal background check.
- Substance Abuse Professional certification may be required.
- Experience working with children, adolescents and families preferred.
- Experience in mental health and/or other developmental disabilities preferred.

**Please submit Cover Letter & Resume with application**

**\*\*PLEASE NOTE THE NEW 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: <https://tinyurl.com/applyatdodge>

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

*\*\*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 920-386-3690. Thank you for your interest.