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 exempt position is: $21.77 to $24.73 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 03/27/18
WAGE DETAILS

Trempealeau County’s compensation plan includes annual wage step increases for employees as well as a potential cost of living increase.

HEALTH INSURANCE

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

In addition, the County pays for the employee’s deductible through a flexible spending account. When an employee is eligible for health insurance, the County puts the full amount of the deductible, $500 for a single plan and $1000 for a family plan, in the account for the employee to access when needed. To receive that money, complete a short form (paper or electronic) and submit a copy of the Explanation of Benefits (EOB), bill, or receipt. Payouts occur weekly.

Please note: This benefit must be approved annually through the County Board.

<table>
<thead>
<tr>
<th>2018 Employee Trust Funds (ETF) area plans include the following:</th>
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<tbody>
<tr>
<td><strong>2018 Health Insurance Rates</strong></td>
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<tr>
<td>Quartz-Community</td>
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<td>HealthPartners Health Plan</td>
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<tr>
<td>Security Health Plan Central</td>
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<td>WEA Trust Northwest</td>
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</tbody>
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<tr>
<th>2018 Health Insurance Benefit Snapshot</th>
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<tr>
<td><strong>Annual Medical Deductible</strong></td>
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<tr>
<td><strong>Routine, Preventive Services as Required by Federal Law</strong></td>
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<td><strong>Emergency Room Copay</strong></td>
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<tr>
<td><strong>Prescription Drug Coverage</strong></td>
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<tr>
<td><strong>Annual Wellness Incentive</strong></td>
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VOLUNTARY 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.

2018 General Rate

Employer Share - 6.7% / Employee Share – 6.7%

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 leave is accrued per pay period based, up to 12 days per year

This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.

12/2017
Trempealeau County
Position Description

Department: Human Services

Title: Social Worker

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, finds and develops 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.
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
Social Worker

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