



# Trempealeau County Opening Case Manager – Recovery Court

## **PURPOSE OF POSITION:**

This position is part of treatment court team and is primarily responsible for facilitating participant involvement in Recovery Court, coordinating appropriate services for participants, keeping up to date information on each participant, regular follow-up with each participant, briefing the treatment court team on the progress of each participant, and coordinating treatment court activities. The work is performed in accordance with applicable rules, regulations and laws under the supervision of the Justice Unit Supervisor.

## **REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Social Work or Human Service related field. Wisconsin Social Work Certification required or must receive Wisconsin Certification within 15 months of hire. Experience in providing services in criminal justice systems and/or substance abuse services, knowledge of court processes, court regulations and laws preferred. Valid motor vehicle operator's license and/or available means of transportation required.

Initial interviews anticipated for April 30, 2019 – further information to be sent.

## **COMPENSATION / BENEFITS:**

The 2019 starting annual salary for this exempt position is \$45,739 to \$51,958 depending upon qualifications (80 hours bi-weekly), plus benefits. Trempealeau County's compensation plan considers annual wage step increases. A comprehensive benefit package is offered to county employees including health insurance, pension, flex spending account, dependent care reimbursement, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance, paid holidays, vacation and sick leave.

All required application materials may be found at [www.trempealeaucounty.com](http://www.trempealeaucounty.com)

To be considered a completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

**April 22, 2019 at 4:30 p.m.**

### **Trempealeau County Human Resource Department**

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

Email: [hr@co.trempealeau.wi.us](mailto:hr@co.trempealeau.wi.us)

Visit our website at [www.trempealeaucounty.com](http://www.trempealeaucounty.com)

Equal Opportunity Employer / Affirmative Action

# 2019 EMPLOYEE BENEFITS



TREMPEALEAU COUNTY (REGULAR PART-TIME/FULL-TIME EMPLOYEES)

*Non-Represented Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.*

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan  County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month  Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month  Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing.  Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay 50% of the total WRS contribution rate for "general" employees. Pre-taxed.	Date of Hire ( <i>may not be eligible for part-time positions</i> )	<u>General employees</u> Employee: 6.55% County: 6.55%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation*	Accrues per pay period per year as follows. 1 – 5 years of service: 12 days 6-7 years of service: 15 days 8-10 years of service: 18 days 11-15 years of service: 20 days 16-25 years of service: 24 days 26+ years of service: 25 days	Accrual begins Date of Hire – must be here 6 months to begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave*	Accrues per pay period up to 12 days per year. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 480 hours.
Holidays*	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday. <i>Exception Highway employees: Veteran's Day in lieu of President's Day.</i>	Normally granted Holiday off with pay as listed	<u>Payout Upon Separation</u> None.  <i>Exception for certain Sheriff's Office employees for holidays earned.</i>

*\*Pro-rated benefits applicable for positions less than 40 hours per week. Refer to Human Resources for additional information.*

## Trempealeau County Position Description

<b>Title:</b>	Case Manager - Recovery Court	<b>Department:</b>	Human Services
		<b>FLSA:</b>	Exempt
<b>Date:</b>	March 2019	<b>Reports To:</b>	Justice Unit Supervisor

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### **Purpose of Position**

This position is part of treatment court team and is primarily responsible for facilitating participant involvement in Recovery Court, coordinating appropriate services for participants, keeping up to date information on each participant, regular follow-up with each participant, briefing the treatment court team on the progress of each participant, and coordinating treatment court activities. The work is performed in accordance with applicable rules, regulations and laws under the supervision of the Justice Unit 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.**

Coordinate all participant activity from the time of acceptance to graduation/termination within the program.

Prepares and organizes Drug Court meetings and events such as graduations and sober events.

Works with the District Attorney's Office, Probation and Parole, Sheriff's Department, Human Services Department, Child Support, defense attorneys, Criminal Justice Coordinating Council, Tech. colleges, Housing Authority, AODA providers and the Court on behalf of program participants for sentencing and other appropriate purposes as needed.

Screens and gathers demographic information by using evidence based decision making tools on offenders who may qualify for Recovery Court, upon acceptance to Recovery Court enter data into CORE reporting system.

Identifying individual needs of new Clients which include medical, psychological, vocational, social, familial, and daily living spheres. Conduct regular meetings with participants to discuss progress within the program and provide case management services to the participants.

Conducts assessment using COMPAS or similar risk/needs assessment tools.

Acts as reporting agent for defendants required to report for UA/PBT, monitor testing for compliance and noncompliance, conducts random drug and alcohol tests of participants.

Monitors participant compliance with the case plan from a program standpoint; Assists with recommendations and the monitoring of individual case plans to address alcohol and drug abuse issues.

Coordinate the clinical mental health assessment and treatment. Assist participants with exploration of funding sources for treatment and other programming when county assists are unavailable or inadequate.

Gather information from other agencies regarding participant's participation.

Collect data on all aspects of participant activity and report results to the team.

Create reports to present to team at staff meetings and recommend rewards/sanctions in accordance with Reward and Sanction Guidelines.

Maintain databases on each participant for statistical program evaluation in accordance with grant requirements (CORE, etc.).

Create and maintain participant case file and case plans, including continuity of care and aftercare portfolios.

Provide referral information to participants as needed using well developed network of community contacts.

Conduct participant home visits on a regular basis

Prepare information for program reports and grant applications.

Adhere to confidentiality standards.

Performs other duties as assigned.

### **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.**

Answer telephone, take and relay messages, data entry and keyboarding, provide information to callers and visitors and fax materials.

Photocopy materials.

Serve on area or State committees or boards related to human service programs or service delivery.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in Social Work and WI Social Work Certification within fifteen months of hire or Bachelor's Degree in a Human Service related field with current WI SW certification. Experience in providing services in criminal justice systems and/or substance abuse services and knowledge of court processes, court regulations and laws preferred. 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 information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, 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 police reports, mental health assessments, criminal histories, billing statements, vouchers, budgets, referrals, a variety of forms, court documents/records, investigation reports, contact logs, client assessment reports, court schedules, service plans, court petitions, computer software operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with clients, juvenile offenders, family members, law enforcement, other social service agencies, attorneys, Judges, Probation and Parole

Personnel, state agency personnel, medical care providers, service providers and mental health professionals.

Ability to communicate to diffuse escalating conversations and provide self protection, communicate orally to elicit change in client behavior.

**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 in performing influence functions, such as supervising, managing, leading, teaching, directing and controlling, problem solving and reasoning.

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, 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date