

# Trempealeau County Employment Opportunity Program Aide (part-time)

Trempealeau County is recruiting for a part-time position (24 hours per week) of Program Aide in the Human Services Department. Position to commence January 2019.

## **PURPOSE OF POSITION:**

The purpose of this position is to serve as a para-professional within the Children & Families Unit serving children, and families faced with child welfare or juvenile justice issues. The person in this position assists the Social Workers serving families under stress and in jeopardy of out of home placements. The work is performed under the supervision of the Family and Children's Services Supervisor.

## **REQUIRED QUALIFICATIONS:**

Associate's degree in Early Childhood, Home Economics, Social Work, Finance or related degree. Demonstrates knowledge and training skills to families regarding household management, child development, parenting skills, financial counseling, problem solving, and understanding of human behavior. Knowledge of available appropriate community resources. Ability to communicate effectively both verbally and in writing. Ability to engage clients establishing a good working relationship building on positive attributes. Possess basic computer skills. Ability to utilize computer programs to document case activities and use for education and training with clients. Possess valid driver's license and insurance. Refer to the attached job description for additional information.

## **COMPENSATION / BENEFITS:**

The 2019 starting hourly wage for this non-exempt position is \$17.68 to \$18.29 per hour (48 hours bi-weekly), depending upon qualifications. Trempealeau County's compensation plan considers annual wage step increases with future earning potential up to \$24.11. 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, accident insurance, paid holidays, vacation and sick leave.

Application material may be found at [www.trempealeaounty.com](http://www.trempealeaounty.com) or by contacting Human Resources. Completed application must be received (via mail, email, fax, or hand-delivered) to Human Resources by:

**Monday, December 17<sup>th</sup>, 2018 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

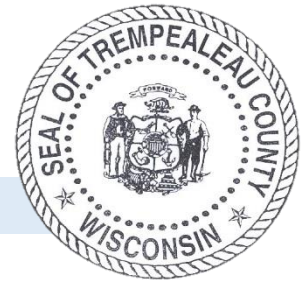
Email: [personnel@trempealeaounty.com](mailto:personnel@trempealeaounty.com)

Visit our website at [www.trempealeaounty.com](http://www.trempealeaounty.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><br><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<br>\$1000-Family Health Plan<br><br>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><br>Employee: \$37.01 / month<br>Employee + 1: \$73.48 / month<br>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><br>Employee: \$10.92 / month<br>Employee + 1: \$19.11 / month<br>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><br>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><br>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><br>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><br>Employee Low: \$12.26 / month<br>Employee High: \$18.52 / month<br><br>Employee plus children,<br>Employee plus spouse and<br>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><br>Employee Low: \$16.94 / month<br>Employee Medium: \$24.36 / month<br>Employee High: \$36.14 / month<br><br>Employee plus children,<br>Employee plus spouse and<br>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><br>Cost varies based on age, tobacco use and coverage level electing.<br><br>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<br>( <i>may not be eligible for part-time positions</i> )                 | <u>General employees</u><br>Employee: 6.55%<br>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><br>Available through payroll deduction (flat rate or percentage).   |
| Vacation*              | Accrues per pay period per year as follows.<br>1 – 5 years of service: 12 days<br>6-7 years of service: 15 days<br>8-10 years of service: 18 days<br>11-15 years of service: 20 days<br>16-25 years of service: 24 days<br>26+ years of service: 25 days  | Accrual begins<br>Date of Hire – must be here 6 months to begin utilizing accrued time | <u>Payout Upon Separation</u><br>100% following 1 year introductory period.   |
| Sick Leave*            | Accrues per pay period up to 12 days per year. Max 960 hours.   | Accrual begins<br>Date of Hire   | <u>Payout Upon Separation</u><br>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<br>Holiday off with pay as listed                                     | <u>Payout Upon Separation</u><br>None.<br><br><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>Name:</b>           |               | <b>Department:</b> | Human Services                            |
| <b>Position Title:</b> | Program Aide  | <b>FLSA:</b>       | Non-exempt                                |
| <b>Date:</b>           | February 2014 | <b>Reports To:</b> | Family and Children's Services Supervisor |

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### Purpose of Position

The purpose of this position is to serve as a para-professional within the Children & Families Unit serving children, and families faced with child welfare or juvenile justice issues. The person in this position assists the Social Workers serving families under stress and in jeopardy of out of home placements. The work is performed under the supervision of the Family and Children's Services Supervisor.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Coordinates, assists with, and/or provides support services to families which may include parent/family training, supervised visitation, daily living skills training, monitoring compliance with agreements and court orders, scheduling meetings and staffings, researching resources, etc.

Provides information and safety support to parents, encouraging the use of the individual and family support system.

Does supervised child visits, emphasizing and teaching child management skills in the process. Provides transportation services to both children and parents.

Maintains on-going communication (at least bi-weekly) with the Family and Children social workers and other service providers in the home regarding the family's progress in behavioral, parenting or individual counseling or service areas.

Carries out the family skills training as identified in the family's case plan and monitor and report progress to the social worker.

Coordinates work and services with appropriate community resources and attend case staffings with other agencies when required and assigned by supervisor.

Maintains innovative and non-judgmental approach/attitude in dealing with families.

Maintains professional attitude and behavior in all interactions with families, other agencies, the public and other county staff.

Provides professional court testimony relative to assigned cases.

Maintains client service records, both paper and electronic, on assigned cases per agency policy and as prescribed in case service plans

Applies departmental policies and procedures with respect to confidentiality.

Performs records maintenance and clerical activities in accordance with requirements and department policies.

Attends various staff training or other meetings, as required.

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

Associate's degree in Early Childhood, Home Economics, Social Work, Finance or related degree. Demonstrates knowledge and training skills to families regarding household management, child development, parenting skills, financial counseling, problem solving, and understanding of human behavior. Knowledge of available appropriate community resources. Ability to communicate effectively both verbally and in writing. Ability to engage clients establishing a good working relationship building on positive attributes. Possess basic computer skills. Ability to utilize computer programs to document case activities and use for education and training with clients. Possess valid driver's license and insurance.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a wide variety of descriptive data and information such as billing statements, purchase orders, agency program forms, spreadsheets, regulations, correspondence and computer software operating manuals.

Ability to communicate orally and in writing with agency personnel, clients, other agencies and the general public.

### **Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret basic statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

### **Physical Requirements**

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer, paper shredder, postage meter and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of shapes and sounds, associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

**Environmental Adaptability**

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited 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

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date