

# Trempealeau County Opening

## Social Worker - CCS

Trempealeau County is recruiting for the full-time position of Social Worker – CCS, This recruitment will also be used to establish a candidate pool for filling future potential vacancies.

### **PURPOSE OF POSITION:**

The purpose of this position is to coordinate and facilitate services for consumers eligible for the Comprehensive Community Services (CCS) program, conduct assessments, develop service plans, authorize and monitors provided services, coordinates service delivery, provides on-going case management, assesses risk/protective services, and provides client advocacy. This position is to ensure that the services plan and service delivery for each consumer is integrated, coordinated, and monitored and is designed to support the consumer in a manner that helps the consumer achieve the highest level of independent functioning. The work is performed by a Social Worker in accordance with applicable rules, regulations, guidelines and laws for the Comprehensive Community Services (CCS) program under the direction of the Behavioral Health Services Supervisor.

### **REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Social Worker, two years social work and case management experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience in Comprehensive Community Services, Behavioral Health and other related programs preferred. Wisconsin Social Work Certification required or must receive Wisconsin Certification within one year of hire. Valid motor vehicle operator's license and/or available means of transportation required. Working knowledge of computers, computer programs and typing.

### **COMPENSATION / BENEFITS:**

The 2018 starting annual salary for this exempt position is \$45,281 to \$51,438, depending upon qualifications, (80 hours bi-weekly). Trempealeau County's compensation plan includes 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.tremplounty.com](http://www.tremplounty.com)

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

**First Review of Applications: Monday, November 26, 2018 – Open Until Filled**

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

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

Telephone: 715-538-2311 ext. 224

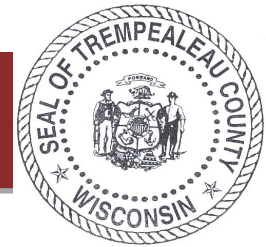
Fax: 715-538-4776

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

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

Equal Opportunity Employer / Affirmative Action

# Employee Benefit Summary



## 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.*

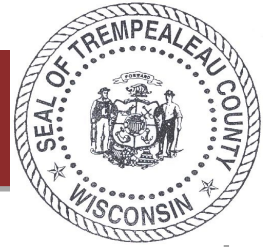
All plans include the same benefits. You choose the provider network.

### 2018 Employee Trust Funds (ETF) area plans include the following:

| 2018 Health Insurance Rates  | Single Plan Monthly Premium | Family Plan Monthly Premium |
|------------------------------|-----------------------------|-----------------------------|
| Quartz-Community             | \$79.60                     | \$195.90                    |
| HealthPartners Health Plan   | \$270.70                    | \$673.30                    |
| Security Health Plan Central | \$442.30                    | \$1102.60                   |
| WEA Trust Northwest          | \$478.90                    | \$1194.10                   |

### 2018 Health Insurance Benefit Snapshot

|   |  |
|---|--|
| Annual Medical Deductible                               | \$500 individual / \$1,000 family When an individual within a family plan meets the \$500 deductible, benefits apply as described below Deductible applies to annual out-of-pocket limit (OOP) Medical deductible does not apply to prescription drugs |
| Routine, Preventive Services as Required by Federal Law | Plan pays 100%   |
| Emergency Room Copay                                    | You pay \$60 copayment per visit   |
| Prescription Drug Coverage                              | Tiered system with co-pays starting at \$5   |
| Annual Wellness Incentive                               | \$150 gift card for employee and spouse/when annual physical or wellness screening is completed  |



## **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**

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

## **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

|               |                   |                    |                                     |
|---------------|-------------------|--------------------|-------------------------------------|
| <b>Title:</b> | CCS Social Worker | <b>Department:</b> | Human Services                      |
| <b>Date:</b>  | January 2016      | <b>FLSA:</b>       | Exempt                              |
|               |                   | <b>Reports To:</b> | Behavior Health Services Supervisor |

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### Purpose of Position

The purpose of this position is to coordinate and facilitate services for consumers eligible for the Comprehensive Community Services (CCS) program, conducts assessments, develops service plans, authorizes and monitors provided services, coordinates service delivery, provides on-going case management, assesses risk/protective services, and provides client advocacy. This position is to ensure that the services plan and service delivery for each consumer is integrated, coordinated, and monitored and is designed to support the consumer in a manner that helps the consumer achieve the highest level of independent functioning. The work is performed by a Social Worker in accordance with applicable rules, regulations, guidelines, and laws for the Comprehensive Community Services (CCS) 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. To the greatest degree possible incorporate the consumer's unique perspective and own words regarding their recovery and needs.

Develops service plans in collaboration with the consumer and the recovery team, find and develop 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. Serves as a member of the Recovery Teams. Monitors purchased services by reviewing service billings and authorizing payment. Provides Case Management services as needed for CCS program. This includes but is not limited to: the development of a written plan of the psychosocial services provided for a CCS consumer. As the service facilitator ensure the client receives; assessment services, service planning, service delivery, and supportive activities in an appropriate, person-centered, and timely manner.

Comply with patient rights, grievance resolution, and client confidentiality requirements of the local, state, and federal governments.

## Social Worker

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

Creates and presents public awareness information, reports, and presentations regarding services for mental health and substance abuse recovery. 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 Comprehensive Community Services, 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. Working knowledge of computers, computer programs and typing.

### **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**

Social Worker

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**

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.

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Employee's Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date