



# Trempealeau County Opening Social Worker – CSP

## PURPOSE OF POSITION:

The purpose of this position is to coordinate and facilitate services for consumers enrolled in the Community Services Program (CSP). This position assists CSP consumers maintain stability in the community by developing and monitoring service plans, providing case management services, assessing risk/protective services, and provides consumer 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 CSP 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 Comprehensive Community Services, Behavioral Health and other related programs preferred. Wisconsin Social Work Certification required or must receive Wisconsin Certification within 15 months 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 2019 starting annual salary for exempt position is \$45,915 to \$52,158 depending upon qualifications (80 hours bi-weekly). 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:

**Application Deadline May 21, 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>	Social Worker - CSP	<b>Department:</b>	Human Services
<b>Date:</b>	April 2019	<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 enrolled in the Community Services Program (CSP). This position assists CSP consumers maintain stability in the community by developing and monitoring service plans, providing case management services, assessing risk/protective services, and provides consumer 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 CSP 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 CSP consumer needs with the Recovery Team, determines eligibility, applies for, and utilizes appropriate funding sources. Interviews consumer, family, care providers, and others to gather case information. Determines consumer needs. 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. Provides Case Management services as needed for CSP program. As the service facilitator ensure the consumer 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 consumer confidentiality requirements of the local, state, and federal governments.

Advocates on behalf of consumers. Contacts family members, friends, medical care personnel and other agencies.

## Social Worker

Documents consumer 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 within 15 months of hire. 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 consumers, consumer 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

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Supervisor's Signature

\_\_\_\_\_  
Date

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Date