



# Trempealeau County Opening Supervisor – ADRC / Senior Services

## PURPOSE OF POSITION:

Position is responsible for the administration and operation of programs and services offered by the Aging and Disabilities Resource Center (ADRC) including Aging Programs of Trempealeau County in accordance with local, state and federal laws, rules and regulations. Position has primary responsibilities for assuring compliance with approved policies and state contract, and monitoring quality assurance of activities. This position is responsible for the supervision of ADRC Staff.

## REQUIRED QUALIFICATIONS:

Master's Degree in Social Work, five years social work in elderly and/or disabled service area, and budgeting experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities is required. Certified Wisconsin Social Worker and valid Wisconsin motor vehicle operator's license required.

## COMPENSATION / BENEFITS:

The 2019 starting annual salary for exempt position is \$57,065 to \$64,832 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.trempealeau.com](http://www.trempealeau.com)

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

**Open Until Filled – Initial Review of Applications 05/21/2019**

### **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.trempealeau.com](http://www.trempealeau.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>Name:</b>		<b>Department:</b>	Human Services
<b>Position Title:</b>	Supervisor - ADRC/Senior Services	<b>FLSA:</b>	Exempt
<b>Date:</b>	April 2019	<b>Reports To:</b>	Human Services Director

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### Purpose of Position

Position is responsible for the administration and operation of programs and services offered by the Aging and Disabilities Resource Center (ADRC) including Aging Programs of Trempealeau County in accordance with local, state and federal laws, rules and regulations. Position has primary responsibilities for assuring compliance with approved policies and state contract, and monitoring quality assurance of activities. This position is responsible for the supervision of ADRC Staff.

### 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**

Supervise the operations of the ADRC. This includes the provision of the ADRC information and assistance, options counseling, nursing home preadmission referrals, functional screens, quality assurance and community outreach and marketing. This also includes aging programs such as home-delivered meals, congregate meals, transportation, prevention programs, and other aging related services including Elder Adult at Risk, Adult Protective Services, National Family Caregiver Support Program, and Alzheimer's Family and Caregiver Support Program.

Develop ADRC policies and procedures for approval by the Human Services Director and present them for ADRC Advisory Committee, Nutrition Committee and/or Transportation Coordinating Committee. Review policies and procedures for compliance with standards, rules, regulations, law and reporting requirements.

Prepares and administers ADRC and Aging Services budgets for Director and Board approval. Forecasts staffing and service need levels. Propose and develop contracts with provider agencies for Director and/or Board approval. Approves expenditures and monitors budget levels. Prepares all state required reports and plans. Prepares Aging three year plan in coordination with the Director and the ADRC Advisory Committee. Monitors Aging Plan on an on-going basis. Writes all Department of Transportation grants. Approves all Senior Services and ADRC bills.

Advise and assist staff when needed. Assess staff training needs. Orients new staff to ADRC

Complete and/or monitor all state reporting requirements.

Evaluates investigation reports for suspected abuse and neglect for adults at risk.

Provides Supervision support to Elder Abuse and Guardianship staff

Approves SSI-E applications.

Provide information to the public regarding ADRC and Aging programs.

Oversee use of ADRC Data System(s). Train new staff on system(s). Monitor quality of data entered into the system(s). Produce reports from the system(s).

Implement ADRC marketing plans.

Interviews, hires, trains and supervises program staff. Evaluates employee work performance.

Advocate on behalf of the elderly and disabled by assisting them in representing needs, views and concerns to decision making bodies and providers of services. Educate and inform older people and people with disabilities regarding policies, programs, hearings and community actions which may affect them.

Convene and lead regularly scheduled ADRC Unit staff meetings.

Monitor staff time reporting for federal funding participation.

Attend meetings and conferences related to program responsibilities.

Consult and coordinate services with other Human Service units.

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

Master's Degree in Social Work, five years social work in elderly and/or disabled service area, and budgeting experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities is required.

Certified Wisconsin Social Worker and valid Wisconsin motor vehicle operator's license required.

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

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

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

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 referrals, investigation reports, job applications, performance evaluations, personnel policies, union contracts, expense reports, budgets, billing statements, budget summaries, vouchers, grant applications, spreadsheets, program and agency forms, computer software operating manuals, meeting agendas, meeting minutes, state statutes, program manuals, directories, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with clients, provider agencies, department staff, attorneys, health care providers, mental health professionals, collateral agency personnel and the general public.

### **Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

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

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

### **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, 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