



Opening: Program Aide

Department: Human Services

Trempealeau County
Human Resource Department
36245 Main St., PO Box 67, Whitehall, WI 54773
715-538-2311 ext 224 personnel@tremplcounty.com

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:

- 2 year in documented credit in an institution of higher education with at least 15 credit hours in one (or combined) of the following areas; Early Childhood, Home Economics, Social Work or Finance
- Possess a good knowledge of 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.
- Valid motor vehicle operator's license and/or available means of transportation required.

COMPENSATION AND BENEFITS:

The pay range for this position is: \$17.33-19.69 per hour. Trempealeau County's compensation plan includes annual wage step increases for employees.

A comprehensive benefit package is offered to county employees, see the benefit page for more details.

This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits. 10/2016

All required application materials can be found at www.tremplcounty.com

Completed application must be received (via mail, email, fax or hand-delivered to HR) by **4:30 pm 12/12/2016**



Equal Opportunity Employer
Affirmative Action



Employee Benefit Summary



Position:

Program Aide

Starting Pay Range:

\$17.33-19.69

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.

FLEXIBLE 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.

2016 General Rate / 2017 General Rate

Employer Share – 6.6% / 6.8%

Employee Share – 6.6% / 6.8%

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 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.

Trempealeau County Position Description

Name:		Department:	Human Services
Position Title:	Program Aide	FLSA:	Non-exempt
Date:	February 2014	Reports To:	Family and Children's Services Supervisor

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 emotional 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. To include transportation of both children and parents.

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

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

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

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

Maintain 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

Apply departmental policies and procedures with respect to confidentiality.

Perform 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

Possess 2 years of documented credit in an institution of higher education with at least 15 credit hours in one (or combined) of the following areas; Early Childhood, Home Economics, Social Work or Finance. Possesses good knowledge of 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.

Employee's Signature

Supervisor's Signature

Date

Date