

JACKSON COUNTY PERSONNEL DEPARTMENT

JACKSON COUNTY COURTHOUSE
Phone (715) 284-0216

307 MAIN STREET – 2nd FLOOR
Fax (715) 284-0269

BLACK RIVER FALLS, WI 54615
Email: geri.allen@co.jackson.wi.us

TAM K. BURG AU
Personnel Director

GERI ALLEN
Personnel Assistant

POSITION: CHILD AND FAMILY SERVICES SOCIAL WORKER I OR II DEPARTMENT OF HEALTH AND HUMAN SERVICES

This application packet contains the following materials:

- *Jackson County Job Application*
- *Job Description*
- *Benefit Sheet*
-

The following materials must be complete and returned to be considered for employment:

- * Jackson County Job Application
- * Resume

Application materials are due no later than March 26, 2010

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

To: Geri Allen
Personnel Department
307 Main Street – 2nd Floor, BRF Courthouse
Black River Falls, WI 54615
715-284-0216

geri.allen@co.jackson.wi.us (Email To Request Materials Only: include name and full address)
www.co.jackson.wi.us

The selection of the successful candidate will be made by assessment of experience, education, and background; oral interview; background check; review of references; and other appropriate job-related procedures. All applicants will be notified as to the status of their application.

Wisconsin Statutes, Sections 19.36 (7), 64.09 (5), and 64.11 (7) require public employers to treat the following items as public record: Each applicant's application, records, recommendations, and qualifications except as provided in Section 19.36 (7), Wis. Stats., which allows the identity of an application to remain confidential if the applicant requests in writing that the County not provide access to this information.

If you choose not to have this information become public record, you must make such a request as provided for in the Jackson County Application for Employment. If you become a finalist for the position, your identity may be disclosed as required by law.

Jackson County will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Personnel Department at (715) 284-0215 to request accommodations prior to the application deadline.

Thank you for your interest in employment with Jackson County

JACKSON COUNTY APPLICATION FOR EMPLOYMENT

Rev: 09/2009

Jackson County Personnel Department
2nd Floor – Courthouse, 307 Main Street
Black River Falls, WI 54615

715-284-0216
Fax 715-284-0269

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a medical condition or handicap or any other legally protected status which is not a bona fide occupational qualification.

DATE _____ POSITION APPLYING FOR Children and Families Social Worker I or II

PERSONAL INFORMATION

NAME	FIRST	MIDDLE	LAST
ADDRESS			
CITY, STATE, ZIP			
PHONE NUMBER		CELL PHONE NUMBER	
WORK (ALTERNATE) NUMBER			
SOCIAL SECURITY NUMBER			
EMAIL ADDRESS (PLEASE PRINT LEGIBLY)			
DRIVER'S LICENSE NUMBER			STATE
COMMERCIAL DRIVER'S LICENSE (CDL) (Only Provide If A CDL Is Required For The Position That You Are Applying For)			
Do you currently have a CDL? YES___ NO___ List Endorsements _____			

QUESTIONS REGARDING EMPLOYMENT

Have you ever applied for employment with Jackson County in the past?	YES___ NO___
Have you ever been employed with Jackson County?	YES___ NO___
Are you currently employed?	YES___ NO___
May we contact your present employer?	YES___ NO___
Are you related to any person in the department in which you are applying?	YES___ NO___
Have you ever been discharged or asked to resign?	YES___ NO___
If yes, please explain _____	

JACKSON COUNTY IS AN EEO/AA/ADA EMPLOYER

JACKSON COUNTY COMPLIES WITH DRUG TESTING

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EMPLOYMENT RECORD

This information is required in addition to your resume. Include military experience if job related.

List employment beginning with present or last job.

Please list all jobs since high school. Use additional sheets if necessary.

Company Name _____	Address _____
City _____	State _____ Zip Code _____ Phone _____
Job Title: _____	Supervisor: _____
Specific Duties: _____	

Reason for Leaving: (If currently working, why do you want to leave?) _____	

Dates Employed (Mo/Yr): _____ thru (Mo/Yr): _____ Salary: Starting \$ _____ Ending \$ _____	

Company Name _____	Address _____
City _____	State _____ Zip Code _____ Phone _____
Job Title: _____	Supervisor: _____
Specific Duties: _____	

Reason for Leaving: (If currently working, why do you want to leave?) _____	

Dates Employed (Mo/Yr): _____ thru (Mo/Yr): _____ Salary: Starting \$ _____ Ending \$ _____	

Company Name _____	Address _____
City _____	State _____ Zip Code _____ Phone _____
Job Title: _____	Supervisor: _____
Specific Duties: _____	

Reason for Leaving: (If currently working, why do you want to leave?) _____	

Dates Employed: (Mo/Yr): _____ thru (Mo/Yr): _____ Salary: Starting \$ _____ Ending \$ _____	

JACKSON COUNTY COMPLIES WITH DRUG TESTING

Company Name _____ Address _____
 City _____ State _____ Zip Code _____ Phone _____
 Job Title: _____ Supervisor: _____
 Specific Duties: _____

 Reason for Leaving: (If currently working, why do you want to leave?) _____

 Dates Employed: (Mo/Yr): _____ thru (Mo/Yr): _____ Salary: Starting \$ _____ Ending \$ _____

Be sure to attach additional sheets if necessary to provide complete employment history.

MILITARY SERVICE

Branch of Service	Month/Year Served		Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty
	From:	To:			

List Special schools attended/skills acquired during military service:

List Education, Certificates and Degrees

Name of High School or GED Educational Facility	Graduation Year	Title of Degree
_____	_____	_____

Name of College or Higher Education Facility	Graduation Year	# Credits Received	Title
_____	_____	_____	_____
_____	_____	_____	_____

List any other additional Licenses/Certifications	Certificate	Date
_____	_____	_____
_____	_____	_____

JACKSON COUNTY COMPLIES WITH DRUG TESTING

REFERENCE FORM

Applicant Name _____ **Phone No.** _____

May we contact your present employer if you are a final candidate? Yes _____ **No** _____

Please list persons who may have knowledge concerning your qualifications for this position.
Your references will be contacted only if you are a final candidate for the position.

DO NOT INCLUDE RELATIVES, SOCIAL FRIENDS, OR CLERGY

REFERENCE INFORMATION

Name	
Address	
City, State, Zip	
Title - Position	
Daytime Phone	

Name	
Address	
City, State, Zip	
Title - Position	
Daytime Phone	

Name	
Address	
City, State, Zip	
Title - Position	
Daytime Phone	

JACKSON COUNTY COMPLIES WITH DRUG TESTING

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

All information provided and statements made are subject to verification. Falsification of Information provided on this application may be grounds for not employing you at Jackson County or for dismissal after you begin work.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION ARE COMPLETE, ACCURATE, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

I FURTHER UNDERSTAND THAT I MAY BE ASKED TO UNDERGO A PRE-EMPLOYMENT EXAMINATION, INCLUDING SUBSTANCE ABUSE SCREENING, PRIOR TO APPOINTMENT OF A POSITION WITH JACKSON COUNTY. REFUSAL TO PARTICIPATE WILL RESULT IN THE REJECTION OF MY APPLICATION.

Under the provisions of Section 19.36, Wisconsin Statutes, I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicant's Signature

Date Signed

**AUTHORIZATION FOR RELEASE OF INFORMATION
FOR EMPLOYMENT WITH JACKSON COUNTY**

I authorize pertinent companies, schools, agencies, municipalities or persons to give Jackson County any information requested regarding my employment, character, experience and qualifications and/or suitability for employment with Jackson County including a check on my fingerprints and police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any good faith result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

PRINT Name Clearly

Applicant's Signature

Date Signed

JACKSON COUNTY COMPLIES WITH DRUG TESTING

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

It is practice of Jackson County to consider all applicants for employment regardless of race, color, creed, sex, age, national origin or other protected status.

To assist Jackson County with compliance of Federal and State Equal Employment Opportunity (EEO), record keeping, reporting, and other legal requirements, please answer the questions below.

THIS PRE-EMPLOYMENT INFORMATION IS ANONYMOUS AND WILL BE SEPARATED FROM YOUR APPLICATION AT THE TIME YOUR APPLICATION IS RECEIVED AND IT WILL BE KEPT CONFIDENTIAL IN A FILE SEPARATE FROM THE ATTACHED APPLICATION FOR EMPLOYMENT.

DISCLOSURE OF THIS INFORMATION IS ENTIRELY VOLUNTARY

POSITION APPLIED FOR: Children and Families Social Worker I or II

DATE OF BIRTH: _____	AGE: _____
SEX: MALE: _____	FEMALE: _____
DO YOU IDENTIFY YOURSELF AS HANDICAPPED FOR WISCONSIN FAIR EMPLOYMENT/EQUAL OPPORTUNITY PURPOSES?	
YES: _____ NO: _____ NOT SURE: _____	
RACE (ETHNIC GROUP):	WHITE: _____ (NOT OF HISPANIC ORIGIN) BLACK: _____ (NOT OF HISPANIC ORIGIN) HISPANIC: _____ NATIVE AMERICAN: _____ ASIAN: _____
MARITAL STATUS:	MARRIED: _____ SINGLE: _____ DIVORCED: _____ SEPARATED: _____ WIDOWED: _____
VETERAN STATUS:	VIETNAM ERA VETERAN: _____ DISABLED VETERAN: _____

WHERE DID YOU LEARN ABOUT THIS EMPLOYMENT OPPORTUNITY?

- BANNER JOURNAL and/or SHOPPER _____
- CHRONICLE _____
- LA CROSSE TRIBUNE _____
- EAU CLAIRE LEADER TELEGRAM _____
- INTERNET _____
- FRIEND _____
- OTHER _____

FOR INFORMATIONAL PURPOSES ONLY

Jackson County Job Description DEPARTMENT OF HEALTH & HUMAN SERVICES

JOB TITLE: Social Worker I – Children & Family Services (CFS)

Reports To: Children and Families Services Clinical Supervisor
Representation: Professional Union
FLSA Status: Non-Exempt

Prepared By/Date: Personnel Dept. 12/2005
Approval/Date: 3/23/06 DHHS, 4/5/06 Personnel
Amended : DHHS & Personnel 3/08

POSITION SUMMARY

Provides a wide variety of social services under the supervision of the Children and Families Services Clinical Supervisor including; case management and counseling for children in need of protection, delinquents, children with disabilities, families in crisis, and children in out of home placement. This may be a Juvenile On Call position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to possess and maintain the knowledge, skills, and responsibilities that are required to perform this job. This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that the duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Investigate complaints of child abuse and neglect
- Investigate complaints of sexual assault of children
- Provide ongoing case management for child protective services and delinquency cases
- Serves as a member of the "On Call" team; i.e., Juvenile and Adult Services
- Accept referrals from the community
- Completes necessary documentation, court reports, forms and data collection
- Testify in court
- Maintain working relationships with collateral agencies
- Manage and Mediate conflict between parents and children
- Advocate for children's needs
- Participate in Permanency Plan Reviews
- Refer parents and children to appropriate community resources
- Maintain confidentiality of records
- Provide specialized services to special populations as assigned
- Complete other related work as assigned
- Knowledge of human growth and development consistent with a BA in Social Work
- Working knowledge of the field of social work in it's fields of practice
- Knowledge of Wis. Statutes 48 and 938
- Understanding of the role of a public, community based, human service agency
- Ability to plan, organize, and set priorities effectively
- Capacity to learn by observing and questioning more experienced workers
- Ability to and benefit from and apply training
- Capacity for critical thinking and problem solving
- Capacity to apply social work methods to new situations
- Ability to communicate in writing and orally
- Ability to maintain focus & composure in a complex environment with multiple demands

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND EXPERIENCE REQUIRMENTS

Minimum BA/BS in Social Work from a School of Social Work accredited by the Counsel on Social Work Education; or such degree and/or experience which provides the required knowledge, abilities, and skills.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a Wisconsin Social Work Certification or a license from a state with a reciprocity agreement with the State of Wisconsin
- Valid Wisconsin drivers license and/or access to transportation suitable to complete necessary work out of the office
- Successful participation in agency and state required training for Juvenile Intake On Call within six (6) months of hire.

HIPPA RESPONSIBILITY

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

LANGUAGE SKILLS

Ability to read and interpret documents, and laws in the English language; ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee may be required to run, sit, stoop, kneel, crouch or crawl, climb, balance, taste, and smell. May seldom be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Jackson County is an Equal Employment Opportunity employer and will provide reasonable accommodations to qualified individuals with disabilities in accordance to the Americans With Disabilities Act. Jackson County encourages incumbents and future employees to discuss potential accommodations.

FOR INFORMATIONAL PURPOSES ONLY

FOR INFORMATIONAL PURPOSES ONLY

Jackson County Job Description
DEPARTMENT OF HEALTH AND HUMAN SERVICES

JOB TITLE: Social Worker II – Child & Family Services (CFS)

Reports To: Children & Family Services Clinical Supervisor
Representation: Professional Union
FLSA Status : Non-Exempt

Prepared By/Date: Personnel Dept.: 12/2005
Approval/Date: 3/23/06 DHHS, 4/5/06 Personnel
Amended : DHHS & Personnel 3/08

POSITION SUMMARY

Provides a wide variety of social services under the supervision of the Children and Families Services Clinical Supervisor including, case management and counseling for children in need of protection, delinquents, children with disabilities, families in crisis, and children in out of home placement. This may be a Juvenile On-Call position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to possess and maintain the knowledge, skills, and responsibilities that are required to perform this job. This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that the duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Practice at this level requires the ability to receive and respond to all requests from a variety of referral sources. This includes the ability to gain a clear understanding of the nature of the problem, describe service options available at the agency as well as community resources, develop and implement a service plan within the policies and procedures of the department. Workers can demonstrate the ability to assess need, develop individualized plans, apply resources appropriately, respond to emergencies, establish a relationship of high credibility with courts and schools, and negotiate complex human relations situation.

- Investigate complaints of child abuse and neglect
- Investigate complaints of sexual assault of children
- Provide ongoing case management for child protective services and delinquency cases
- Serves as a member of the "On-Call" team; i.e., Juvenile and Adult Services
- Accept referrals from the community
- Completes necessary documentation, court reports, forms and data collection
- Testify in court
- Maintain working relationships with collateral agencies
- Manage and Mediate conflict between parents and children
- Advocate for children's needs
- Participates in Permanency Plan Reviews
- Refer children and parents to appropriate community resources
- Maintain confidentiality of records
- Provide specialized services to special populations as assigned
- Complete other related work as assigned
- Sophisticated knowledge of human growth and development
- Apply knowledge to child and family conflict situations
- Working knowledge of the fields of social work in it's fields of practice
- Knowledge of Wis. Statutes 48 and 938

- Understanding of the role of a public human service agency in the community
- Understanding of roles and services provided by Mental Health Professionals
- Ability to plan, organize, and set priorities effectively
- Capacity to learn by observing and questioning more experienced workers
- Ability to and benefit from and apply training
- Capacity for critical thinking and problem solving
- Capacity to develop the ability to confront a new situation and apply social work methods
- Ability to communicate in writing and orally
- Ability to maintain focus & composure in a complex environment with multiple demands
- Demonstrate basic ability to provide service with sensitivity to Ho-chunk culture

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND EXPERIENCE REQUIRMENTS

Minimum BA/BS in Social Work from a School of Social Work accredited by the Counsel on Social Work Education. Minimum 2080 hours at the Social Worker I level.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a Wisconsin Social Work Certification or a license from a state with a reciprocity agreement with the State of Wisconsin
- Valid Wisconsin drivers license and/or access to transportation suitable to complete necessary work out of the office
- Successful participation in agency and state required training for Juvenile Intake On Call within six (6) months of hire.

HIPPA RESPONSIBILITY

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

LANGUAGE SKILLS

Ability to read and interpret documents, and laws in the English language; ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical

explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense.

PHYSICAL DEMANDS

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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FOR INFORMATIONAL PURPOSES ONLY

Benefit Information Sheet - 2010
Department of Health & Human Services
Wisconsin Certified Child and Family Services Social Worker I or II

Probationary Period: One (1) year

Wage Scale: Social Worker I - \$38,937.60 annually – 2009 Union Contract
Social Worker II - \$42,140.80 annually – 2009 Union Contract

Health Insurance Employee Contribution 2010:

Health Insurance:	Premier Plus Community Health Traditions	
	Premium	Employee Share -10%
Family -	\$1,463.00/month	\$146.30/month
Single -	\$ 562.70/month	\$ 56.27/month

Dental Insurance: (Employee pays 100 % of Premium)
Family Plan = \$68.28/month
Single Plan = \$21.36/month

Life Insurance:
County Paid for Employee equal to yearly salary. Additional coverage and coverage for spouse and dependents is available at additional cost.

Deferred Compensation Plans: 457b plans are available

State Retirement:
100% County Paid.

Sick Leave:
1 day per month - accumulating.

Vacation:
10 days during years 1 & 2 to a maximum of 25 days during the 20th year.

Holidays:
Nine (9) specific and one (1) floating.

Union:
This is a union position and dues are mandatory.

This benefit summary is for informational purposes only. It is not intended as an implied contract of employment.