

**CASUAL MEALS ON WHEELS DRIVER  
HIXTON & TAYLOR  
JACKSON COUNTY  
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

This is more than a job; it is an opportunity to be of service to those in need. The Jackson County Aging Unit is seeking a dependable person interested in working with elderly clients to deliver meals to homebound seniors in the Hixton and Taylor area. The route is 4 days per week, averaging 10 hours per week. Wisconsin Driver License and good driving history required; access to a reliable automobile and current Insurance Certificate necessary; knowledge of the Hixton and Taylor area is very helpful. Compensation: \$7.25 per hour plus mileage.

Resume and completed application materials are required. This position is will be open until filled. No e-mailed or faxed application materials accepted. To apply, download an application packet from our Personnel website at [www.co.jackson.wi.us](http://www.co.jackson.wi.us) or request application materials from:

Jackson County Personnel Department  
307 Main Street – 2<sup>nd</sup> Floor  
Black River Falls, WI 54615  
715-284-0215  
[diane.peterson@co.jackson.wi.us](mailto:diane.peterson@co.jackson.wi.us)  
[www.co.jackson.wi.us](http://www.co.jackson.wi.us)  
Jackson County is an EEO/AA/ADA Employer

# JACKSON COUNTY PERSONNEL DEPARTMENT

JACKSON COUNTY COURTHOUSE 307 MAIN STREET – 2<sup>ND</sup> FLOOR BLACK RIVER FALLS, WI 54615  
Phone (715) 284-0216 Fax (715) 284-0269

Diane Peterson  
Personnel Director  
[diane.peterson@co.jackson.wi.us](mailto:diane.peterson@co.jackson.wi.us)

Susie Meinerz  
Personnel Assistant  
[susie.meinerz@co.jackson.wi.us](mailto:susie.meinerz@co.jackson.wi.us)

## **POSITION: DEPARTMENT OF HEALTH AND HUMAN SERVICES CASUAL MEALS ON WHEELS DRIVER – HIXTON & TAYLOR**

This application packet contains the following materials:

- *Jackson County Job Application*
- *Job Description*

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

- \* Jackson County Job Application
- \* Resume

**Deadline to Apply: Open until Filled**

***NO FAXED, EMAILED or INCOMPLETE APPLICATIONS WILL BE ACCEPTED***

To: Susie Meinerz  
Personnel Department  
307 Main Street – 2<sup>nd</sup> Floor, BRF Courthouse  
715-284-0216  
[susie.meinerz@co.jackson.wi.us](mailto:susie.meinerz@co.jackson.wi.us)

(Email To Request Materials Only: include name and full address)

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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: July 2016

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

715-284-0216  
Fax: 715-284-0269

Jackson County is an equal opportunity employer. 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.

**Please note: Failure to fill out the entire contents of this application form may result in disqualification of consideration for employment.**

DATE: \_\_\_\_\_ POSITION APPLYING FOR: \_\_\_\_\_

## PERSONAL INFORMATION

NAME; FIRST, MIDDLE, LAST
ADDRESS (STREET NAME AND NUMBER)
CITY, STATE, ZIP
PRIMARY PHONE NUMBER
SECONDARY PHONE NUMBER
EMAIL ADDRESS

## 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 legally eligible to work in the United States?	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
Do you have a valid WI driver's license?	YES	NO
Do you have a valid commercial driver's license (CDL)?	YES	NO
If yes, please list endorsements _____		
Have you ever been discharged or asked to resign?	YES	NO
If yes, please explain _____		
Have you ever been convicted of a crime?	YES	NO
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation.		

JACKSON COUNTY IS AN EEO/AA/ADA EMPLOYER

## EMPLOYMENT RECORD

**DIRECTIONS:** This form is required to be filled out completely. This information is required in addition to your resume. List employment beginning with present or most recent job. List all jobs since high school. Use additional sheets if necessary.

Company Name _____ Address _____
City _____ State _____ Zip Code _____ Phone _____
Job Title: _____ Supervisor: _____
Specific Duties: _____ _____ _____
Full Time: _____ Part-Time: _____ If part-time, number of hours per week: _____
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: _____ _____ _____
Full Time: _____ Part-Time: _____ If part-time, number of hours per week: _____
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: _____ _____ _____
Full Time: _____ Part-Time: _____ If part-time, number of hours per week: _____
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 \$ \_\_\_\_\_

### 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:  
 \_\_\_\_\_  
 \_\_\_\_\_

### EDUCATION, CERTIFICATES AND DEGREES

Name of High School or GED Educational Facility	Degree Obtained	Course of Study
_____	_____	_____

Name of Higher Education Institution	Location (City, State)	Major area(s) of study	Minor area(s) of study	Degree/Diploma Received	Enter the number of years completed

List any other additional Licenses/Certifications	State & No.	Exp. Date
_____	_____	_____
_____	_____	_____

## REFERENCES

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

<b>Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Title - Position</b>	
<b>Daytime Phone</b>	

<b>Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Title - Position</b>	
<b>Daytime Phone</b>	

<b>Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Title – Position</b>	
<b>Daytime Phone</b>	

JACKSON COUNTY COMPLIES WITH DRUG TESTING

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I understand that, in order to be employed by Jackson County, I must successfully pass a background check and/or background investigation.

Further, 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

**DISCLOSURES & CERTIFICATION OF INFORMATION**

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 PRE-EMPLOYMENT EXAMINATION(S), 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

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.

**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: \_\_\_\_\_

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?**

- JACKSON COUNTY WEBSITE
- BANNER JOURNAL and/or SHOPPER
- CHRONICLE
- JOB CENTER OF WI
- FACEBOOK
- FRIEND/FAMILY REFERRAL
- OTHER (PLEASE SPECIFY)

**Jackson County Job Description**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**JOB TITLE: CASUAL MEALS ON WHEELS DRIVER**

Department: Aging Unit, WHEAP Energy, and ADRC - WW  
Reports To: Aging Unit, WHEAP Energy, and ADRC - WW Manager  
FLSA Status: Non-Exempt

Prepared By/Date: Personnel Dept. 12/05  
DHHS Approval Date: 3/06, 3/13  
Personnel Approval Date: 4/06, 4/13

**POSITION SUMMARY**

Under supervision of the Aging Unit, WHEAP Energy, and ADRC - WW Manager, the Home Delivered Meal Driver performs a variety of duties including, but not limited to, delivering meals to older adults and persons with physical and developmental disabilities and providing client assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Picks up and delivers meals to client's age 60 and older who are homebound and not able to cook for themselves
- Provides a safety check for clients by listening and carefully observing the clients and their surroundings, reporting to the office any unusual changes
- Refers client problems or needs to the Aging Unit staff promptly
- Reports any clients who did not receive meals to the Aging Unit staff. Does not leave meals outside refrigeration
- Assists the client by tending to small tasks or favors, such as opening food containers
- Submits required documentation to the Aging Unit in a timely fashion
- Provides program information to the public, clients and other appropriate persons
- Keeps aging staff informed of substantial changes in the health or well-being of the client
- Assists in completing home delivered meal assessments and reassessments
- Helps clients connect with community resources to obtain assistance
- Completes other related work as required

**SUPERVISORY RESPONSIBILITIES**

None

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School Diploma or equivalent

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB**

- Ability and interest in working with older adults and individuals with physical and developmental disabilities
- Ability to work as a team member
- 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
- 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
- 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

## THIS IS FOR INFORMATIONAL PURPOSES ONLY

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possess and maintain valid Wisconsin Driver's license and have access to transportation suitable to complete necessary work

### **HIPAA 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).

### **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, 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.

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This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Jackson 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.