

Dane County

SOCIAL WORKER (DAS - APS)

SALARY	\$33.86 - \$39.52 Hourly	LOCATION	Madison, WI
JOB TYPE	Full time (1.0FTE)	JOB NUMBER	2024-00013
DEPARTMENT	Human Services Department	OPENING DATE	03/08/2024
CLOSING DATE	3/22/2024 11:59 PM Central	FLSA	Non-Exempt
BARGAINING UNIT	2634		

Description

The Dane County Human Services Department, Disability and Aging Services and Adult Protective Services Division has a Full-Time (1.0 FTE) vacancy for a Social Worker position in Madison, WI.

The Eligibility List created will be used to fill future vacancies over the next six (6) months. All are encouraged to apply.

Equity, Definition and Examples of Duties

COMMITMENT TO EQUITY AND INCLUSION

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

DEFINITION

Under the direction of a Social Work Supervisor, incumbents work with vulnerable adults who may have dementia, developmental disabilities, brain injuries, chronic health conditions and mental health needs. Vulnerable adults may be alleged victims of physical abuse, emotional abuse, financial abuse, neglect, self-neglect and/or in need of protective services including guardianship and protective placement. Once hired, employees may have the opportunity to advance to the Senior level after meeting the advancement criteria specified in the Employee Benefit Handbook.

EXAMPLES OF DUTIES

Assess the needs of vulnerable adults, develop service plans, make referrals to services, serve as an advocate, assess competency, and coordinate interventions with other Dane County Department of Human Services (DCDHS) staff, county agencies, law enforcement and community providers as appropriate. Assure adequate legal protections are in place for these individuals giving them the opportunity to live in the least restrictive setting while maximizing self-determination,

health and safety. Respond to APS Helpline and other inquiries to help human service agencies, family members and the community understand Wisconsin Statutes and regulations related to APS. Serve on committees, multi-disciplinary teams and other community workgroups. Participate in relevant in-service training programs to maintain clinical competence and leadership. Perform other duties as assigned.

Education, Experience & Special Requirements

Education, Training and Experience:

Applicants with a Bachelor's or Master's Degree in Social Work will be screened through. Applicants who are currently in their final semester of school and are obtaining a Bachelor's or Master's Degree in Social Work will also be screened through. Applicants with any other major must possess a temporary or permanent Social Work Certification from the WI Department of Safety and Professional Services (DSPS) prior to applying (a training certificate will not be accepted).

Certifications/Licenses:

All individuals must possess a degree and a temporary or permanent Social Work Certification from the WI DSPS prior to the first day of employment. If any applicant does not possess a temporary or permanent certification on the first day of employment the job offer will be rescinded and they will be terminated. Candidates with a temporary certificate must obtain a permanent certification within one (1) year in order to pass probation.

Special Requirements:

Must have a valid driver's license, a good driving record and access to reliable personal transportation, or equivalent.

Background Check Statement: Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g., the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.). Management reserves the right to make employment contingent upon successful completion of the background check.

For Bilingual Positions:

1. Provide services in both English and the required foreign language (e.g., Spanish, Hmong, etc.).
2. Applicants being considered for Bilingual positions will be tested during the recruitment process. This may consist of either being able to respond to questions in that language (e.g., Spanish, Hmong, etc.) during the interview; or passing an oral translation (English to foreign language / foreign language to English) exam prior to employment.

Physical and Environmental Work Requirements:

Requires sitting and standing; work inside and outside of an office environment which includes home visits and meetings with service providers. Ability to sit or stand to operate a personal computer with or without assistance. Ability to travel from office to other locations. Ability to see and hear within normal ranges with or without adaptive devices.

Knowledge, Skills & Abilities

Knowledge of, and experience applying social work methods, techniques, policies, procedures and treatment techniques. Knowledge of human development and behavior. Knowledge of dynamics of human relations, including dealing with intellectual, academic, emotional, physical or social disabilities. Knowledge of investigation procedures and applying motivational interviewing techniques. Experience facilitating group and individual counseling for different clientele (e.g.,

adults, teens or children). Experience working with and relating effectively to diverse populations. Experience identifying and solving problems. Experience in case planning. Knowledge of community resources and support programs. Ability to prepare and maintain complex records and reports. Ability to participate effectively as a team-member. Ability to use a computer to generate reports, complete forms, and document case activity. Excellent personal, written and verbal communication skills. Excellent organizational and time-management skills.

Benefits

Become a part of the Dane County Team!

We offer a wide range of benefits including fully paid dental and HMO health insurance premiums for full time employees/pro rated for part time employees. The County will also provide contributions towards POS health insurance premiums and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee and a wellness program. For further details on insurance benefits visit

<https://admin.countyofdane.com/employee-relations/active-employee>

Bilingual Pay: Employees who work in bilingual designated positions receive an additional \$2.00 per hour.

Undesirable Hours Premium Pay: Employees may receive undesirable hours pay of \$2.00 for anytime worked between 6:00 p.m. and 6:00 a.m and for anytime on Saturday and/or Sunday. (not applicable with all employee groups).

Paid Parental Leave: Dane County also provides 12 weeks of paid parental leave for birth or adoption of a child.

Caregiver Leave: Dane County offers 80 hours of paid leave to care for an ill family member.

Telecommuting: Telecommuting allows employees to work remotely for all or part of their workweek. Dane County considers telecommuting to be a viable, flexible option when both the employee and the job are suited to such an arrangement. Dane County will permit telecommuting when it benefits the productivity of the employee and their department and if determined by employee's department that telecommuting is not detrimental to either the County or the employee.

Student Loan Forgiveness: If you are employed by a government or not-for-profit organization, you may be able to receive loan forgiveness under the Public Service Loan Forgiveness (PSLF) Program.

WI Retirement System: Employees hired after 7-1-11 must be expected to work a minimum of 1200 hours annually to be enrolled in the Wisconsin Retirement System when hired.

Like our Facebook page: <https://www.facebook.com/DaneCountyEmployeeRelations/>

Dane County participates in E-Verify. For more information see the Notice of E-Verify Participation and Right to Work posters here" and then the 'here' links to this page: <https://admin.countyofdane.com/employee-relations>

Agency

Dane County

SOCIAL WORKER (DAS - APS) Supplemental Questionnaire

*QUESTION 1

Do you possess a Bachelor's degree?

Yes

No

***QUESTION 2**

If yes to Question 1, please specify your degree.

***QUESTION 3**

Do you possess a Master's degree?

Yes

No

***QUESTION 4**

If yes to Question 3, please specify your degree.

***QUESTION 5**

Do you currently possess any of the State of Wisconsin Social Worker Certifications (temporary certification may be accepted during the application process)?

Yes

No

***QUESTION 6**

If yes to Question 5, please provide the number AND expiration date.

***QUESTION 7**

Please describe your education, background and professional work experience related to working with vulnerable populations including adults with dementia, developmental disabilities, brain injuries, chronic health conditions and mental health needs. Explain how this has prepared you for this position. Describe your role(s) and experience in advocating for and promoting the interests of vulnerable adults. Include in your answer the values you hold regarding service to vulnerable populations.

***QUESTION 8**

The Adult Protective Services unit is seeking to hire a Helpline Intake Specialist. The Helpline Intake Specialist is a phone based position. Time is spent speaking with persons, aka "reporters", who call the APS Helpline with concerns about a vulnerable adult or who may be seeking guidance on how to support an adult they think may be at risk. Intake Specialists search multiple databases, entering information into a tracking contact log and intake reports as appropriate. They must have the ability to independently and quickly assess information gathered from a reporter, make a decision as to how to proceed based on the information gathered and then concisely, accurately and effectively communicate that information both in written and verbal forms. What is your experience assessing information, sometimes from multiple sources, and combining that information into an accurate, concise summary/report? In what role did you have this responsibility? How do you ensure your written work is accurate, timely and able to be understood by others who may read it?

***QUESTION 9**

Calls received on the Adult Protective Services Helpline need to be responded to within 24 hours, excluding holidays and weekends. Due to the number of calls being received and the timeframe in which they need to be responded to, Intake Specialists need to be efficient and confident in the disposition decisions they make with each call. Decisions

made are guided by statute but also on the Intake Specialist's professional assessment of and interpretation of information provided to them by the reporter and how it relates to the statute. In past positions, have you been responsible for making decisions based on protocol, policy or statute and then documenting how/why you came your decision? Can you share an example when your decision may have been questioned or when you needed to provide clarification as to why you came to a decision? How did you handle or feel about having your decision reviewed?

***QUESTION 10**

This position requires the ability to work collaboratively with APS colleagues, County staff, community partners including family members, concerned persons, law enforcement, long-term care providers, Area Agency on Aging Focal Point staff, financial and medical institutions and others. Intake Specialists must be able to quickly build rapport with many different kinds of reporters. How do you approach building rapport over the phone with these partners, many of whom you will never meet in person, but with whom you still need to have an effective relationship/rapport – even when having to provide challenging or difficult feedback? Please describe the qualities you possess which have helped you develop rapport with professionals, clients, etc with whom you have worked.

* Required Question