

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
POSITION DESCRIPTION**

<b>Position Title:</b> Family Services Program Manager	<b>Department:</b> Human Services	<b>Division/Section:</b> Family Protection & Engagement
<b>Classification:</b> Full-Time; Exempt/Salaried	<b>Wage: Based on Experience</b> \$50,148.80 - \$56,908.20	<b>Supervisor:</b> Executive Director
<b>Supervision Exercised:</b> Family Protection & Engagement Unit	<b>Posting Date:</b> September 12, 2022	<b>Deadline Date to Apply:</b> September 30, 2022
<b>Position Summary:</b> This position oversees, develops and evaluates, staff, service programs, resources, and budgets to ensure cost- effectiveness in service delivery for children, protective services, youth, and juvenile justice services including alternate care, family reunification and children disability services.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administer and oversee family service programs which include children, youth, Birth-Three, Children Long Term Support, protective services, juvenile justice intake and court services, in home services, alternate care, permanency planning, family reunification, independent living services, and contracted staff providing services to youth and children.
- Ensure and oversee compliance with Administrative Codes, rules, regulations, and policies to include but not limited to CHPT 48, 938 etc.; and assure that quality services are integrated, accessible, and efficiently delivered.
- Provide supervision and ensure the planned provision of services are sensitive and responsive to an individual's age, disability, if any, gender and culture, including intake, assessment, individualized treatment planning, intervention , individual or group and family counseling, referral, discharge planning, aftercare or continuing care, record keeping, consultation with other professionals, case management, and may include crisis intervention, client education, employment and problem resolution in life skill functioning
- Oversee foster care licensing, recruitment, and training activities to ensure and assist administrative and program staff in preparing with licensing requirements under SAFE home studies and the DCF 56
- Ensure that staff informs individuals of the general nature and purpose of a program, regulations, service costs if any; and program's procedures for follow-up and client's rights. Ensure that client rights are protected, are not subjected to unlawful discrimination, and abide by all confidentiality laws
- Assist in the budgeting process for assigned programs. Carry out and understand funding sources, rules, and requirements, assume daily responsibility with regards to expenditures, revenues, and contracts.

**MINIMUM QUALIFICATIONS:**

- Requires a Bachelor's degree with the emphasis of Social Work, Psychology, or closely related field
- A Master's degree in social work or equivalent field is preferred
- 3-5 years of experience in service delivery of child welfare of juvenile justice or an equivalent combination of experience and training
- 1-3 years of experience in a supervisory capacity or an equivalent combination of experience and training
- Certified or eligible for certification as a Social Worker or Certified Independent Clinical Social Worker within six (6) months of hire
- Must submit to and pass a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

**NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- **Technical Skills/ Managing:** Knowledge regarding County Human Services Programs, administration, casework principles/methods, interviewing principles/techniques, family systems, Affirmative Action, Civil Rights, Patient Rights, confidentiality, ability to interpret; apply laws and court systems. Ability to apply leadership skill and resolve conflict and provide mediation
- **Physical Demands:** Ability to lift up to 25 pounds, stand, bend, sit, kneel, reach, stoop. Frequently climb flights of stairs; sit for a number of consecutive hours
- **Working Conditions:** Operate/drive a car; requires manual dexterity sufficient to operate standard office equipment. No limitations that would impair or restrict ability to hear and understand communication or to communicate with others, to comprehend oral or written instructions, and to read manuals, forms, and other documentation. No limitations that would impair or restrict ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discriminate different shades of color.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment.

**BENEFITS:** To see a summary of Menominee County's benefits, visit Menominee County's website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the "Career Opportunities" tab appearing in the left margin of the home page.

**APPLICATION PROCESS:** A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of College Transcripts (official "stamped" copies due prior to start date if offered the position);
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse  
Attn: Human Resources  
P.O. Box 279  
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance

*Menominee 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 encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*