

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

Position Title: Service Coordinator-Independent Living and Alternate Care	Department: Human Services Department	Division/Section: Family Protection and Engagement Unit
Classification: Non-Exempt	Salary: \$18.64-\$21.36 Associate Degree 21.36-24.56 Bachelor Degree (Based on education and experience)	Supervisor: Family Protection and Engagement Program Manager
Supervision Exercised: Support Services Specialist	Posting Date: 8/1/2024	Deadline Date to Apply: 8/9/2024
Benefits: Wisconsin Retirement System pension; deferred compensation plan; health, vision, and dental insurance; flexible spending account; short and long-term disability; life insurance; 12 paid holidays; and begin earning personal time at time of hire (up to 208 hours in first year).		
Position Summary: The primary function of this position serves as Alternate Care Supervisor for Licensing/Certification of licensed foster homes, and Independent Living Services Coordinator, working with youth to assure a smooth transition from out-of-home care to self-sufficiency.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide supervision and coordination of out of home and in-home placements including transportation and the supervision of visits
- Create placements and foster care rates in eWISACWIS
- Recruit, and Create licensed and unlicensed placement providers in eWisacwis
- Responsible for Foster Care licensing and training in compliance with the relevant state and federal requirements
- Develop working knowledge of every out-of-home client's case
- Serves as Foster Care Coordinator, and Independent Living programs performing administrative functions, eligibility and data entry, carrying out program rules and procedures and serves as liaison for the agency for program development, enhancement, and implementation
- Develop and maintain efficient, timely and accurate records, reports, and other necessary paperwork within specified time frames according to rules, regulations and other controls affecting the Agency, and present reports verbally and/or written as requested
- Performs procedures according to standards for setting up/preparing files, filing of confidential and sensitive information, scanning of agency records and maintenance and security of records
- Submit accurate and timely bills, mileage reports, logs, vouchers and other documentation in accordance with policies/procedures.
- Assist in locating, developing and using appropriate community resources
- Ensure crisis service issues are handled on a timely basis and maintain flexible hours to ensure program delivery
- Participate and respond, as directed, to Emergency Government emergencies, exercises and training
- Participate in meetings, regular supervision to review and discuss assignments, issues, performance, etc.
- Attend professional development activities as agreed to by the Family Protection and Engagement unit Manager and/or Family Protection and Engagement unit Supervisor.
- Other duties as assigned

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- **Principles/ Practices:** Develop and maintain efficient, timely, and accurate completion of required records, reports, and other necessary paperwork within specified time frames of business administration, including planning, administration, evaluation, and quality improvement methods. Knowledge of human service programs and clerical/supportive functions with the ability to write procedures is necessary.
- **Physical Demands:** Ability to lift to 25 pounds, stand, bend, sit, kneel, reach, stoop. Frequently climb flights of stairs; sit for several consecutive hours

- **Working Conditions:** Operate/drive a car; requires manual dexterity sufficient to operate standard office equipment. No limitations that would impair or restrict the ability to hear and understand communication or to communicate with others, comprehend oral or written instructions, and read manuals, forms, and other documentation. No limitations that would impair or restrict the ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discrimination against 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 an employment contract.

MINIMUM QUALIFICATIONS:

- Associates degree, Bachelors preferred. Advanced education or an equivalent combination of education and experience that provides skills and abilities for this position will be considered.
- Experience in providing direct services to individuals and/or families or any equivalent combination of training or advanced education and experience, which provides the required capabilities
- Experience in teaching/applying independent living skills; working with youth, preferred
- Professional communication, writing, and interpersonal skills.
- Possession of a valid Wisconsin Driver's license and access to an owned, insured vehicle and provide evidence of meeting such requirements on a continual basis; must have a good driving record
- Must possess and maintain a personal/home telephone.
- Availability to work unscheduled hours, including some evening hours, as workload dictates
- Proof of any education, training or experience will be requested.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page selected for hire will be subject to a drug test and employment will be contingent on the results of said test.

APPLICATION PROCESS: A complete application includes:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Copy of official college transcripts (official "stamped" copies due prior to start date if offered the position); and
- Copy of valid Wisconsin Driver's License and proof of vehicle insurance.

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

Or email a complete packet along with a signed Menominee County Employment Application to lonat@co.menominee.wi.us

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.