

SOCIAL SERVICES AIDE

Oneida County seeks to fill a full time Social Services Aide position in the Department of Social Services. The 2017 starting hourly rate is \$16.79.

This position assists with employee training, maintains, collects and enters information in various data bases, completes and maintains various calendars and schedules, updates unit manuals, completes daycare certification and guardianship recertification, and prepares agendas, minutes and reports. This position assists Social Workers with transportation, visitations, filing, various data checks and collection of information; works to promote the agency's vision to be trauma informed in order to empower, educate, and support staff to provide services in a caring, compassionate and safe environment.

Qualified applicants must a High school degree or equivalent, two years post high school education with course work in sociology, psychology, accounting, administrative assistant or secretarial science, and two years' work experience in an office environment; a combination of 1 year post high school education and four or more years' work experience will be considered; ability to use computer hardware, software and accessories; valid WI Driver's license; ability to type 60wpm; able to make independent decisions based on knowledge of agency rules, regulations, policies and procedures. Knowledge of the eWiSacwis system preferred but not required.

Complete job description and required Oneida County application are available at the Northern Advantage Job Service Office, 51A N. Brown St., Rhinelander, WI 54501 715-365-1500 or at www.oneida.wi.gov. Completed applications are due at the Job Service Office by 4:30 p.m. on Monday, March 27, 2017.

EOE/AA

Oneida County Job Description

Job Title: Social Services Aide
Class Title: Social Services Aide
Department: Social Services
Reports To: Social Work Supervisor
FLSA Status: Nonexempt
Prepared By: Mary Rideout
Prepared Date: March, 2017
Approved By: Lisa Charbarneau
Approved Date: March, 2017

SUMMARY Performs administrative and clerical tasks relative to Agency services and client needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide support for supervisor by:

- Assist with employee training, including; training, advising, and updating social workers in eWiSacwis usage.
- Assist in completion of audits for annual evaluations as directed.
- Maintain waitlist data and other data bases as directed.
- Assist in gathering data for the annual report and any other grant or report as directed.
- Prepare agendas, minutes, and reports for Oneida County TPR and staff meetings and attend meetings.
- Maintain record of change in client/providers status; time log completion and dictation requirements.
- Complete and maintain schedules such as PTO, alternate work schedule and Access calendar.
- Update unit manuals.

Provide Support for unit Social Workers by:

- Provide information to social workers on paper flow and completion of reports.
- Complete home visits and/or supervise family visits for children placed out of home and enter contacts into eWiSacwis as assigned.
- Assist Social Workers in locating placement options as needed.
- Update case list information.
- Provide transportation to clients or assist with securing transportation as directed.
- Assist with filing.
- Run Dept. of Justice background checks and State of WI driver record checks.

Other program areas:

- Attend quarterly eWiSacwis Super User Meetings.
- Relay/train social workers on eWiSacwis updates and troubleshoot questions.
- Subsidized Guardianship Recertification.
- Complete day care certifications.
- Participate as a scribe in Permanency Plan Round Tables.
- Enter client data into eWiSacwis.
- Troubleshoot Maximus questions.
- Participate in monthly Trauma Informed Care meetings.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of office practices and procedures, terminology and equipment.

Knowledge of Agency rules, regulations, policies and procedures.

Ability to type 60wpm and operate a 10 key calculator efficiently.

Ability to use computer hardware, software and accessories.

Ability to compile, analyze, record and assemble data and information in meaningful and effective manner.

Ability to maintain confidentiality of Agency files and information.

Understand the agency's vision to be trauma informed in order to empower, educate and support staff to provide services in a caring, compassionate and safe environment.

EDUCATION and/or EXPERIENCE

High school degree or equivalent.

Two years post high school education with course work in sociology, psychology, accounting, administrative assistant or secretarial science.

Two years work experience in an office environment.

A combination of 1 year post high school education and work experience will be considered.

LANGUAGE SKILLS Good verbal and written communication skills, good English skills.

MATHEMATICAL SKILLS Good business math, bookkeeping, and organizational skills.

REASONING ABILITY Must be able to evaluate situations and make good independent decisions based on practice and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin Driver's license.