

## Dane County

**SOCIAL WORKER (DAS - APS EAN AAR)**

<b>SALARY</b>	\$33.86 - \$39.52 Hourly	<b>LOCATION</b>	Madison, WI
<b>JOB TYPE</b>	Full time (1.0FTE)	<b>JOB NUMBER</b>	2025-00110
<b>DEPARTMENT</b>	Human Services Department	<b>OPENING DATE</b>	03/07/2025
<b>CLOSING DATE</b>	3/21/2025 11:59 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	2634		

**Description**

The Dane County Department of Human Services, Disability and Aging Services division has a full-time (1.0 FTE) vacancy for a Social Worker I 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 and 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. Also refer to the "Physical and Environmental Work Requirements" section below.

**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, Arabic, Hmong, etc.).
2. Applicants being considered for bilingual positions will be tested during the recruitment process prior to employment. This will primarily consist of passing an oral language proficiency assessment from English to foreign language and foreign language to English, but may require additional language testing, such as written translation, if it is an essential function of the job.

\*If applicable, individuals may confirm with the Employee Relations Division whether results of bilingual language certifications/ examinations they currently hold qualify them for the position's bilingual designation.

### **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 and 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 including assessment questions/tools related to capacity and applying motivational interviewing techniques. Ability to determine through investigation/interviewing abuse risk and safety planning to mitigate abusive situation. Experience coordinating team meetings and ability to present outreach materials related to APS with our community partners. 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 provide expert documentation and act as a witness for Wisconsin Court legal guardianship proceedings. Ability to prepare and maintain complex records and reports. Ability to participate effectively as a team-member both internally and with community partners. 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>

**Employer**

Dane County

**SOCIAL WORKER (DAS - APS EAN AAR) 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 must possess a temporary or permanent Social Work Certification from the WI Department of Safety and Professional Services (DSPS)?**☐ Yes☐ No**QUESTION 4**

**THIS IS NOT A QUESTION. NOTE TO APPLICANT:** Your responses to the following graded questions will also be evaluated based on: (1) Clarity of information, (2) Proper spelling and grammar usage; (3) Conciseness of material; and (4) Organization of narrative. Applicants applying for Dane County jobs are strictly prohibited from using artificial intelligence-generated (AI-generated) content or tools in any part of the job application process. This includes but is not limited to resumes, cover letters, and responses to written or oral questions during the entirety of the recruitment process. Please refer to the introductory paragraph on the Dane County Career Opportunities page (titled: "Important! Applicant – Read This Section Before Applying!") where you accessed your application, for further details of the Dane County Job Applicant Artificial Intelligence Use Prohibited Policy (Paragraph #8). In your application you will be asked to disclose whether or not you used AI to complete any part of the job application process. Exceptions apply if you need to use AI as a health-related accommodation (details for submitting the request are provided in the policy). Otherwise, your application will be disqualified.

**\*QUESTION 5**

**THIS QUESTION IS GRADED.** 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 promoting the interests of vulnerable adults. Include in your answer the values you hold regarding service to vulnerable populations.

**\*QUESTION 6**

**THIS QUESTION IS GRADED.** This position responds to and investigates self-referrals and referrals from the community related to the health and safety of adults in order to determine whether or not the reports are substantiated - meaning

the preponderance of the evidence shows that the adult at risk has been hurt or harmed and is in need of intervention to mitigate that harm. Describe how you would assess the situation in order to make a substantiation determination. What information would you need to gather to inform your decision and how would you go about gathering that information? Who would you need to speak with and why?

**\*QUESTION 7**

**THIS QUESTION IS GRADED.** It is not uncommon for Adult Protective Services (APS) staff to be asked “why aren’t you doing anything?” when presented with what may appear to be an unsafe situation for an adult. Please describe why you feel there may be situations or circumstances under which APS should not intervene in the life of a vulnerable adult. Be specific in describing how you would make that determination, on what basis and provide an example of a situation in which you feel it would NOT be appropriate for APS to intervene. Include in your answer your values regarding self-determination and the dignity of risk and how these factors play a role in the lives of vulnerable adults.

**\*QUESTION 8**

Did you use artificial intelligence (AI)-generated content or tools in any part of this position's job application process?

- ☐ Yes
- ☐ No

**\*QUESTION 9**

If you used AI-generated content or tools, do you have an approved request from Dane County's ADA Coordinator to do so?

- ☐ Yes
- ☐ No

**\*QUESTION 10**

If you used AI-generated content or tools to complete any part of the job application process, please list in which sections of the application process you did so, including responses to graded questions.

\* Required Question