

FOREST COUNTY DEPARTMENT OF SOCIAL SERVICES

Position Description

Position Title: Director of Social Services

Reports to: Social Services Committee and the Forest County Board of Supervisors

FLSA Status: Exempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/ Pay Structure: \$61,270.56 - \$68,078.40

I. Position Summary:

Serves as the Director of the Forest County Department of Social Services. Provides for the integration of administration of all DSS programs and services. The departments include: Child Welfare, Juvenile Justice, Economic Support, Fiscal, Adult Protective Services, and related Human Services including foster care and kinship care. The Director is subject to such delegation of authority as it consistent with Wisconsin State Statutes 46, 48, and 938 and the rules and regulations promulgated by Wisconsin Department of Health Services and the Department of Children and Families, and the policies and procedures of Forest County.

II. Essential Function and Primary Duties:

To perform this job successfully, and individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Implements and oversees state, federal, and local agency administered programs ensuring compliance with federal and state rules, regulations and policies; and assuring that quality services are integrated, accessible and efficiently delivered.
- Assists in the preparation of the annual budget and submits to the County Clerk
- Coordinates the purchase of service contracts and executes those contracts.
- Plans, organizes, directs and coordinates the work of staff for effective and efficient programs. Evaluates service delivery, utilizing board, client and staff input to determine effectiveness of programs and the desirability of their continuation. Ensures that quality and cost standards are maintained.
- Assigns staff and allocates funding and other resources to meet service program objectives within budget restraints, including establishing program priorities in addition to those mandated. Monitors the budget throughout the year and advises the Social Services Committee regarding actions to be taken to maintain the approved budget.
- Ability to communicate effectively with school systems, health planning organizations, law enforcement agencies, Human Services Center, the court system, Corporation Counsel, District Attorney, Guardian Ad Litem's, Circuit Court Judge, County Department Heads, Tribal agencies, Social Services Committee, County Board and State Staff.
- Prepares the annual report on operations and administration of the Department and presents the annual report to the Social Services Committee and the County Board.
- Prepares agendas and minutes for meetings with the Social Services Committee as scheduled.
- Conducts performance planning appraisals with unit supervisors and staff. Coordinate the preparation of agency corrective actions plans.
- Utilizes signature authority for purchase order, foster care licenses/respite/kinship, expense vouchers, payroll schedules and voucher schedules.
- Develops, maintains, and implements Civil Rights Plan; conducts periodic evaluations and assures fair treatment and freedom from unlawful discrimination

- Ensures that the agency has appropriate crisis response and on-call services in place.
- Provides written/oral reports and testimony and performs any other court-related duties as necessary.
- Ensures that employees receive adequate training, planned and assigned work, and address complaints and resolve problems.

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

Education and/or Experience:

- Bachelor’s degree from an accredited college or university in Public Administration, Social Work, Human Services; Social Work certification/license. •Must have a valid driver’s license and maintain auto insurance
- Requires experience in a Human Services setting

Knowledge, Skills, and Abilities:

- Ability to operate a variety of office equipment. Including computer, telephone, fax machine, calculator, photocopier, cell phone, and TV.
- Experience in conflict resolution, delegation, and discipline
- Maintain a high level of professionalism and initiate action
- Experience in fiscal procedures and functions, ability to work independently, work accurately and efficiently; and to utilize discretion in dealing with confidential information.
- Familiarity with local and regional resources that serve children, families, elderly, and disabled populations.

Physical Demands

- Sit for long periods of time
- Lift and/or carry up to ten pounds frequently, occasionally in excess
- Requires hand-eye coordination
- Ability to sustain prolonged visual and mental concentration

Forest 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Social Services Committee on October 21st, 2021

County Clerk: _____ Date: _____