



# Social Services Director

**Grant County Social Services is recruiting for a Director.** This position serves as the executive and administrative officer of the Department; Assures the provision of a just and humane program of services to children in need of protection or services, prevention of dependency, delinquency, infirmity, and other forms of social maladjustment by a continuous attack on causes; Provides effective aid and services to all persons in need thereof and assists such persons in achieving or regaining self-dependence, avoiding duplication and waste of effort and money, and coordinates and integrates the social welfare programs utilizing LEAN concepts and principles.

## Minimum Qualifications

Education:

- Master's degree in social work, Public Administration, Business Administration, or other closely related field preferred;

OR

- Bachelor's degree in social work, Public Administration, Business Administration, or other closely related field and progressive supervisory and administrative experience in human service-related programs.

Experience:

1. Five to seven years of experience in Social Work or related fields
2. Three to five years of supervisory experience
3. Management experience with large or complex organizations

**How to Apply:** A Grant County Employment Application and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) (under employment opportunities) or by contacting the Human Resources Department at (608)723-2540. **Letter of interest, resume, and Grant County Application are required**, and must be on file, completely filled in, no later than **4 p.m. on December 6, 2024** to:

**Grant County Human Resources**  
111 S. Jefferson St. - PO Box 529  
Lancaster, WI 53813

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Director

**DEPARTMENT/ AGENCY:** Social Services

**IMMEDIATE SUPERVISOR:** County Administrator

**PAY GRADE:** Q

**FLSA:** Exempt - Executive

### **NATURE OF WORK**

Under the authority delegated by Wisconsin State Statutes, Chapter 46, 48, 49, 54, 55, 767, 938 and the County Resolutions of the Grant County Board and under the supervision of the County Administrator with direction by the Grant County Health and Human Services Committee, under Wisconsin Statutes Statutes 46.22(2g), and serves as the executive and administrative officer of the Department.

Assure the provision of a just and humane program of services to children in need of protection or services, prevention of dependency, delinquency, infirmity, and other forms of social maladjustment by a continuous attack on causes. Provides effective aid and services to all persons in need thereof and assists such persons in achieving or regaining self-dependence, avoiding duplication and waste of effort and money, and coordinates and integrates the social welfare programs utilizing LEAN concepts and principles.

### **MINIMUM QUALIFICATIONS**

#### Education:

- Master's degree in social work, Public Administration, Business Administration, or other closely related field preferred;

OR

- Bachelor's degree in social work, Public Administration, Business Administration, or other closely related field and progressive supervisory and administrative experience in human service-related programs.

#### Experience:

4. Five to seven years of experience in Social Work or related fields
5. Three to five years of supervisory experience
6. Management experience with large or complex organizations

#### Knowledge, Skills, and Abilities:

1. Understanding and application of management concepts
2. Ability to lead and inspire staff around the values and vision of the department
3. Skills and ability in public relations and representing and relating to all community organizations and groups
4. Ability to articulate the mission, goals, and objectives of the department within the county governing structure and the community
5. Aptitude for working with state organizations and the legislature to represent the interests of Grant County and the populations served by the department under the direction and guidance of the Social Services Board
6. Knowledge of financial, computer, and modern management systems

## **ESSENTIAL FUNCTIONS**

Under general direction

- A. Oversee and ensure the delivery of programs
  1. Oversee Economic Support
  2. Provide social services to all eligible groups
  3. Administer long-term support programs
  4. Administer child welfare services
  5. Furnish services to families or persons other than financial that may prevent them from becoming public charges or restore them to a condition of self-support
  6. Exercise jurisdiction under Chapter 48
  7. Exercise jurisdiction under Chapter 938 of the Juvenile Justice Code
  8. Provide juvenile court intake services
  9. Provide juvenile court dispositional services
  10. Provide child welfare services under Chapter 48.57
  11. Design and deliver effective volunteer programs
  12. Develop and oversee early intervention for individuals, families, and LTS cases
  13. Provide prevention and protection services to the elderly, other vulnerable target groups, children and families
  14. Cooperate to the extent feasible with school boards, health planning, law enforcement, and other organizations covering the county
  15. Provide and participate in clinical development of Coaches
  16. Provide clinical supervision and oversight of counseling/therapy programs and staff, including providing social work supervision for staff working on licensure
  17. Conduct family therapy in a modeling/teaching environment and therapeutic services to families.
  18. Provide direct supervision of staff operating the Supportive Home Care program, Children's Long Term Support Waiver programs, WATTS Reviews, Adults at Risk of Abuse, Elders at Risk of Abuse, Guardianships, and Protective Placement/Services
  19. Provide Fuel Assistance (WHEAP)
  20. Work to address homelessness in the county
  21. Provide direct oversight of the programs listed above (#19).
- B. In consultation with the County Health and Human Services Committee, prepares and submits an annual budget to the County Administrator and prepares a full report of the operation and administration of the Department.
  1. Prepares annual budget each year
  2. Conduct public hearings
  3. Prepares annual report during the first quarter of each year
- C. Oversee a sound personnel program to determine personnel requirements with the approval of the Health and Human and in conformance with county personnel procedures
  1. Design, develop, and administer appropriate work rules not in conflict with county personnel rules.
  2. Oversee staff development and training activities
  3. Direct supervision of supervisors and other staff
  4. Develop and maintain a robust management system, utilizing a family system, team-oriented, worker-driven philosophy, and Functional Family Case Management Model
- D. Maintain administrative reporting relationships with all pertinent State departments
  1. Respond in a timely fashion to the Department of Health Services, Department of Children and Families, Department of Workforce Development, and Department of Corrections
  2. Respond as time permits to other State organizations
- E. Involve the Health and Human Services Committee in policy-making and obtain approval when

appropriate

1. Attend HSS board meetings and establish agendas for board action
2. Present the board with sufficient information to make informed decisions
3. Represent the HSS board with other boards, county board, and other organizations as directed

F. Other duties as assigned and/or directed by the Social Services Board

1. Oversee implementation of a family systems-based approach throughout the department
2. Serve on other groups and organizations (e.g., WCHSA, state advisory councils)
3. Assure appropriate utilization of a coordinated Management Information System responsive to local needs and state reporting requirements
4. Develop new programs with board approval
5. Coordinate and oversee other special programs (e.g., treatment foster care, child day care, team building, agency-wide training, family-based training, etc.)
6. Participate in programs for personal and professional development
7. Other duties as assigned

**SUPERVISION RECEIVED**

General and specific assignments are received, and work is performed according to methods and procedures, with allowance for independence in judgment, under the direction of the County Administrator.

**SUPERVISION EXERCISED**

Responsible for the effective supervision of all Social Services staff

**ENVIRONMENTAL FACTORS**

Works in general office setting; dexterity in moving, picking up objects, and operating office equipment is required

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating this position's duties, responsibilities, and skills. It is not intended as a complete list of specific responsibilities or to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 11/20/2024

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

\_\_\_\_\_  
Employee

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Date