

FLORENCE COUNTY POSITION DESCRIPTION

Position: Mentor,-Respite, and Supervised Visit Worker

Department: Human Services

Reports To: Director or Lead Social Worker

FLSA Status: Casual Employee/Non-Exempt (No Benefits)

Salary Range: \$19.00 - \$26.50/hour

Salary Grade: Grade -11

Position Summary:

The assigned worker is responsible to develop relationships with adults, children, and/or families that are involved with the Department that will promote positive family and peer relationships, development, and decision-making.

Essential Functions:

Support mentees by:

- Empowering them to resolve current issues and develop coping strategies for the future
- Provide a model for a healthy, trusting relationship through clear communication and setting appropriate boundaries
- Acknowledge strengths, talents, and gifts and encourage ways to use them
- Actively listen and offer support and encouragement when appropriate
- Engage in activities outside of the home to help expose adults to new opportunities and experiences.

Provide respite by:

- Provide relief to persons normally providing care to an individual or children
 - Furnished on an intermittent, occasional, or emergency basis (as approved)
- May provide assistance with light housekeeping, meal preparation, and companionship
- Respite care provider may not be an individual who lives within the family home

Provide Supervised Visitation by:

- Provide supervision between children and their biological parent(s) due to recommendation of the Child Protective Services Team and/or the court.
- Complete a written report outlining the visit and child(ren)/parent interaction and provide to the case worker.
- Assist with transportation to and from visitations and/or other appointments.

Education:

- Preference will be given to those with experience in a Human Services related field, preferably working with children, youth, and families.
- Additional consideration will be given to those who have a working knowledge and/or personal experience of family dynamics.

- Must be at least 18 years old, hold a valid driver's license, and carry State legal limits of liability insurance on a personal vehicle (when transporting mentees).
- Must successfully complete a background check without conviction for an offense that would directly affect the individual's fitness to be a mentor or respite provider.

Knowledge, Skills, and Abilities:

- Dependable, flexible, and patient.
- Sensitive to the needs of families without regard to race, sex, creed, culture, etc.
- Able and willing to transport clients as requested by the assigned Social Worker, Case Worker, or Director.
- Communicate effectively both written and orally with the Department, family, child, and the Court system.
- Must be able to maintain a high level of confidentiality
- May not provide legal or other case advice, if applicable. All case activity outside of mentoring, respite or supervised visitation must be referred to the assigned Social Worker or Director.
- It is understood that the Casual Worker will remain engaged during the entire activity and limit any unnecessary distractions.
- Ability to identify and report crisis situations
- Ability to be reached by phone within reason.
- Ability to identify various locations in the community to participate in positive, recreational activities.
- Under no circumstance is a Casual Worker authorized to bring a mentee to his/her home.
- All outings and supervision sites must be pre-approved by the assigned social worker.
- Must complete a time report for the assigned social worker, upon request.
- Must complete a time report for all activities.
- Must be able to meet with the assigned Social Worker or Director, upon request.

Other:

- Casual Worker must maintain receipts for expenses incurred as part of an outing.
 - Expenses must be pre-approved based on activity.
- Casual Worker must document mileage accordingly for reimbursement.
 - Casual Worker is allowed the IRS mileage rate when traveling to a worksite and activity (when County vehicle is not available and the use of personal vehicle is approved).
- Hours will vary considerably based on the department, mentee and family need.
- All other duties as assigned.

Application Instructions:

- Complete a Florence County Employment Application.
 - Please visit www.florencecountywi.com and click on Employment Opportunities for an application.
- Submit a Letter of Application, Resume, and at least two professional references.
- Send all Application materials via one of the following:

- Mail to: Donna Trudell, Florence County Clerk/Administrative Coordinator, PO Box 410, Florence, WI 54121.
- Email to dtrudell@co.florence.wi.us
- Drop off materials to the Florence County Clerk's Office, 501 Lake Avenue, Courthouse First Floor, Monday through Friday between 8:30a.m.-4:00p.m.

Approved by HSD Board:

Approved by Personnel:

Revision Approved by Personnel: March 5, 2026