

# Human Services Program Assistant

## Florence County Human Services



### Description of Duties

This position provides office, paperwork, media, communication, and outreach assistance and support services for professional staff in both the Community Services and Children and Families units as well as provide assistance to the Coordinated Services Team (CST) Coordinator. Other duties as assigned.

- Follows up with providers and parents who express interest in participating in the Coordination Committee via phone calls and/or face to face meetings.
- Develops an outreach plan with social worker input and implements on a quarterly basis.
- Attends all necessary training to meet CST program requirements.
- Compose and distribute satisfaction survey to team members and families to measure satisfaction and determine areas of quality improvement.

### DEADLINE

Applications will be accepted until position is filled.

Questions about the position can be directed to Ann Price at 715.528.3470 or email [annprice@florencecountywi.gov](mailto:annprice@florencecountywi.gov)

Florence is an Equal Opportunity Employer

Visit [www.florencecountywi.com](http://www.florencecountywi.com) for more information and a county application.

### Requirements

#### Minimum Qualifications:

- High school diploma or equivalent
- Must have a valid drivers license and auto insurance.
- Excellent documentation skills, willingness, and ability to learn local resources.

#### Preferred Qualifications:

- Two years post high school education with course work in sociology, psychology, account, administrative assistant or secretarial science.
- One (1) to two (2) years of experience in human service-related field or office environment.

### Employment Benefits

- This position is a grant funded full-time, 35-Hour work week
- Position Pay Range: \$16.00-\$23.32/Hour (Based on Qualifications)
- Health, Vision, Dental, Life Insurance
- Health Savings Account (H.S.A.) Contributions
- Wisconsin Retirement System
- Wisconsin Deferred Compensation Program
- Paid Vacation, Personal Time, Sick Leave, Holidays

### APPLY!

To apply for this position, please submit a county employment application, resume, and three professional references to:  
Florence County Clerk's Office

RE: HSD Social Worker: Community Services  
PO Box 410, Florence, WI 54121

OR apply by email to: [dtrudell@florencecountywi.gov](mailto:dtrudell@florencecountywi.gov)