


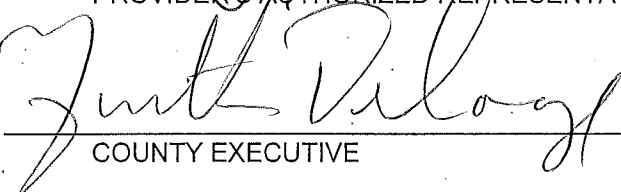
This contract is between RACINE COUNTY HUMAN SERVICES DEPARTMENT (HSD) whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403, hereinafter referred to as Purchaser, and PROFESSIONAL SERVICES GROUP, INC., whose principal business address is 800 Goulet Street, Racine, Wisconsin 53402, hereinafter referred to as Provider. This contract is to be effective for the period January 1, 2016 through December 31, 2016.

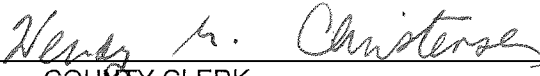
The Provider employee responsible for day-to-day administration of this contract will be Daniel J. Baran, whose business address is 800 Goulet Street, Racine, Wisconsin 53402, telephone number (262)638-2000, e-mail address dbaran@psgpc.com. In the event that the administrator is unable to administer this contract, Provider will contact Purchaser and designate a new administrator.

The Purchaser employee responsible for day-to-day administration of this contract will be Mary Perman, (262) 638-6650, e-mail Mary.Perman@goracine.org, whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403. In the event that the administrator is unable to administer this contract, Purchaser will contact Provider and designate a new administrator.

This contract becomes null and void if the time between the Purchaser's authorized signature and the Provider's authorized signature exceeds sixty days.

(signed)  PROVIDER'S AUTHORIZED REPRESENTATIVE 12/14/15 DATE

(signed)  COUNTY EXECUTIVE 12-29-15 DATE

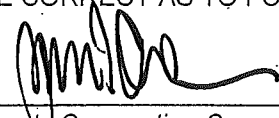
(signed)  COUNTY CLERK 12/29/15 DATE

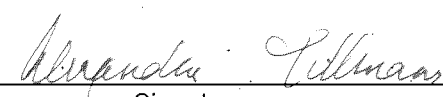
(signed) _____ COUNTY BOARD CHAIRPERSON _____ DATE

(Two Purchasers' signatures required for fully executed agreement.)

CERTIFIED TO BE CORRECT AS TO FORM

REVIEWED BY FINANCE DIRECTOR

By 
Racine County Corporation Counsel
12/28/15
Date


Signature
12/21/15
Date

This agreement (including the Exhibits) and the Racine County Human Services *Contract Administration Manual* (revised August 2006), which is incorporated herein by references as if set forth in full, constitute the entire agreement of the parties and supersedes any prior understandings, agreements, or contracts in regard to the subject matter contained herein. This agreement may be amended in accordance with the Racine County *Contract Administration Manual*.

I. CERTIFICATION OF SERVICES

- A. Provider agrees to meet the program standards as expressed by State, Federal and County laws, rules, and regulations applicable to the services covered by this agreement. If the Provider obtains services for any part of this Agreement from another subcontractor, the Provider remains responsible for fulfillment of the terms and conditions of the contract. Provider shall give prior written notification of such subcontractor to the Purchaser for approval.
- B. Provider agrees to notify Purchaser immediately whenever it is unable to comply with the applicable State, Federal and County laws, rules and regulations. Non-compliance will result in termination of Purchaser's obligation to purchase those services.
- C. Provider agrees to comply with all applicable state certification and licensing requirements as well as state, local and municipal zoning laws and ordinances when applicable. The contract agency must provide copies of the current license certification and transmittal letter from the Department of Health and Family Services.
- D. The authorized official signing for the Provider certifies to the best of his or her knowledge and belief that the Provider defined as the primary participant in accordance with 45 CFR Part 76, and its principles:
 - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - 2. Have not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
 - 3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - 4. Have not within a 3-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be included with the signed contract.

The Provider agrees that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, In-eligibility, and Voluntary Exclusion-Lower Tier Covered Transaction." Appendix B to 45 CFR Part 76 in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions.

- E. Provider agrees to follow the requirements of Administrative Code HFS 12, and Wisconsin Statute 48.685 and 50.065 regarding Caregiver Background Checks. Provider agrees to cooperate with Purchaser to implement Caregiver Background Checks, if Provider is licensed

by, or certified by Purchaser. If Provider is licensed by, or certified by, the State of Wisconsin, and is required by ss 48.685 and 50.685 to perform Caregiver Background Checks, Provider will maintain the appropriate records showing compliance with the law and the Administrative Code HFS 12.

- F. Provider agrees to cooperate in site reviews and to take such action as prescribed by the Purchaser to correct any identified noncompliance with Federal, State and County laws, rules, and regulations.

II. RECORDS

- A. Provider shall maintain records as required by State and Federal laws, rules and regulations.
- B. Provider shall assist the Purchaser in meeting any obligations under the Public Records Law.
- C. Provider shall maintain all employment records.

III. FISCAL RESPONSIBILITIES

- A. Charge no more than 10% for management and general expenses as defined in proposal application. The 10% costs can be computed on program expenses only.
- B. Provider agrees to adhere to the guidelines of the DHS or DCF *Allowable Cost Policies Manual*, Office of Management and Budget Circular A122 or A102, and the fiscal requirements of the *Contract Administration Manual*, Racine County Human Services Department.
- C. In accordance with s.s.46.036 and the purchase of professional services, there is no need for a formal audit. However, in the event that any costs appear to be inconsistent with industry norms, the purchaser reserves the right to request documentation of billed expenses and conduct an Audit Review.
- D. Upon completion of the audit review by Purchaser, if Provider received funds in excess of actual allowable costs or actual unit costs, or if Purchaser has identified disallowed costs, Provider shall refund excess monies to Purchaser. If Provider fails to return funds paid in excess, Purchaser shall recover the money from subsequent payments made to Provider or Purchaser can use any other remedy provided by law.
- E. Maintain a uniform double entry accounting system and a management information system compatible with cost accounting and control systems. (See DHS or DCF *Allowable Costs Policy Manual*.)
- F. If the Provider requests an advance payment in excess of \$10,000.00, the Provider agrees to supply a surety bond per s. 46.036(3)(f) Wis. Stats. The surety bond must be an amount equal to the amount of the advance payment Provider has requested.
- G. Provider will be responsible for payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes related to the staff.

IV. INDEMNITY AND INSURANCE

- A. To the fullest extent permitted by law, the Provider agrees to indemnify and hold harmless the Purchaser, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage (including attorney's fees), which arise out

of or are connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission or other fault of the Provider or any subcontractor of the Provider, or any officer, employee or agent of the subcontractor of the Provider, or any other person for whom Provider is responsible. The Provider shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Provider's indemnification obligation shall not be construed to extend to any injury, loss, or damage that is caused by the act, omission, or other fault of the Purchaser. Provider shall immediately notify Purchaser of any injury or death of any person or property damage on Purchaser's premises or any legal action taken against Provider as a result of any said injury or damage. ✓

- B. Provider shall at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in Wisconsin and licensed by the Wisconsin Insurance Department in an amount deemed acceptable by Purchaser. Upon the execution of this Contract and at any other time if requested by Purchaser, Provider shall furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall, within five working days, cause notice in writing thereof to be given to Provider by certified mail, addressed to its post office address.
- C. The Provider shall maintain at its own expense and provide Purchaser with Certificates of Insurance that provide the following coverage:
 - 1. Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
 - 2. Maintain general liability coverage including personal injury and property damage against any claim (s), which might occur in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for each occurrence for bodily injury and property damage including product liability and completed operations and three million dollars (\$3,000,000) in the aggregate. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) for each occurrence combined single limit for automobile liability and property damage and three million dollars (\$3,000,000) in the aggregate.
- D. Racine County, and its officers and employees shall be named as additional insureds on Provider's general liability insurance policy for actions and/or omissions performed pursuant to this contract. All coverage enumerated above must be placed with an insurance carrier with an AM Best Rating of A-VIII or greater. Purchaser shall receive a 30-day notice of cancellation of any policy. A copy of Certificate of Insurance and the referenced policies shall be mailed to Purchaser within 60 days of the beginning of this contract.

V. PAYMENT FOR SERVICES

- A. Provider shall submit all bills (reflecting net payment due) and the Contract Information for Agencies cover sheet by the 10th day following the close of the month. Billings received by the 10th day shall be reimbursed within 15 business days.
- B. All 2016 Provider billings must be received by the Purchaser on or before January 20, 2017, or in the case of termination of contract during the contract period, 20 days after effective date of termination.

C. Purchaser shall not be held financially liable for any payment for service received from Provider if the billing for such service is received 90 days or more from the date of the service provided to the respective client.

D. Method of payment shall be the following:

Reimbursement of Actual Expenses

Provider shall bill Purchaser monthly on the appropriate line of the Purchaser's Contract Information for Agencies Form (CIA). Provider shall be reimbursed for actual program expenses reported on the CIA Form. Provider shall maintain financial statements or other documentation of total program expenses submitted for payment. Actual expenses cannot exceed the total amount specified in the contract without renegotiation.

VI. CIVIL RIGHTS COMPLIANCE PLAN

A. The Provider agrees to submit to the Purchaser a Civil Rights Compliance Letter of Assurance (CRC LOA). A current copy of the Subrecipient Civil Rights Compliance Action plan for Meeting Equal Opportunity Requirements under Title VI and VII of the Civil Rights Act of 1964, Section 503 and 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Omnibus Budget Reconciliation Act of 1981, the Americans with Disabilities Act (ADA) of 1990, and the Wisconsin Fair Employment Act is also required if Provider employs 50 or more employees and receives \$50,000 or more in funding. The Provider shall attach its CRC LOA and individual CRC Action Plan as part of this contract. Affirmative Action plans are required from vendors which receive \$50,000 or more in state money and have 50 or more employees as of the award date of the contract.

B. In accordance with the terms of the contract, Provider agrees to comply with the Affirmative Action/Civil Rights Compliance incorporated in Section Three (III) of the Racine County Human Services Department *Contract Administration Manual*.

C. The Purchaser will take constructive steps to ensure compliance of the Provider with the provisions of the subsection. The Provider agrees to comply with Civil Rights monitoring reviews performed by the Purchaser, including the examination of records and relevant files maintained by the Provider. The Provider further agrees to cooperate with the Purchaser in developing, implementing, and monitoring corrective action plans that result from any reviews.

VII. GENERAL CONDITIONS

A. This Contract is contingent upon authorization of Wisconsin and United States Law and any material amendment or repeal of the same affecting relevant funding or authority of the Department shall serve to terminate this Agreement, except as further agreed to by the parties hereto.

B. It is agreed that the parties' obligations hereunder are conditional upon securing the approval of the necessary State authorities of this purchase Contract. It is further agreed that, in the event the State reimbursement which is contemplated under this Contract is not obtained and/or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, the contracted obligations of each party shall be terminated, without prejudice to any obligations or liabilities of either party.

C. The provider shall complete criminal background checks on required staff prior to starting work for the County. The provider shall confirm in writing to the County's requesting Division Manager that they have successfully conducted the background checks prior to the commencement of work and that the provider will not use any staff for which background checks have revealed

factors that make them unsuitable for the activity to be undertaken for the County. This includes replacement staff. All records received as a result of the background checks are to be retained by the Provider for the duration of the staff's assignment at the County.

The County reserves the right to request the results of the background checks and/or to do additional background checks on their own.

The County reserves the right to require immediate removal of any Provider employee from County service it deems unfit for service for ANY reason not contrary to law. This right is non-negotiable and the Provider agrees to this condition by accepting this Contract.

- D. All contracted employees must successfully complete drug screening, driver's license checks and reference checks. Driver's license checks will be performed once a year for staff that drive or transport as part of their normal course of job duties.
- E. Provider is responsible for recruitment of all staff. Racine County may request applications, resumes and interviews. The County reserves the right to reject any contract staff if, at the County's discretion, the person's skill level does not meet the job qualifications.
- F. All contracted staff shall be required to follow Racine County Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- G. Provider agrees to use reasonable efforts to ensure the continuity of staff assigned to perform services under this contract. In the case of provider employee absence due to planned vacation, training or other reasons, Provider will make every effort to provide support if requested by County.
- H. All staff shall be employed by the Provider. The Provider shall be responsible for the payment of all wages, all payroll taxes, worker's compensation, social security, federal and state unemployment insurance, and any and all other federal and state taxes relating to the staff furnished under this agreement. The Provider shall also comply with all other laws related to employees, such as wage and hour laws, safety and health requirements, and any and all other employer requirements.
- I. The County will **not** be considered a joint employer of the Provider's employees under this contract. Furthermore, the County will not be liable, either jointly or severally, for violations of the Fair Labor Standards Act (FLSA). Specifically, the Provider shall:
 - 1. Determine the FLSA Status (exempt or non-exempt) status of their employees.
 - 2. Keep track of the total hours its employees actually work, for all employees, in each work week.
 - 3. Compute and pay its employee's worker's wages, including overtime benefits.
 - 4. Maintain FLSA required records for its workers.
 - 5. Serve as the employer for the purposes of family medical leave and all other applicable employment laws.
- J. Travel with personal vehicles may be required for some positions. Provider shall reimburse contracted staff for mileage in personal vehicles at the prevailing federal reimbursement rate that is in affect during the time of travel. The staff is responsible for any and all parking costs.
- K. Provider shall be responsible for all performance evaluations and discipline.
- L. Purchaser may investigate any complaint received concerning the operation and services purchased including review of clinical service records and administrative records subject to restrictions by law. This may include contacting clients both past and current as required.

- M. Purchaser shall be notified in writing of all complaints filed in writing against the Provider. Purchaser shall inform the Provider in writing with the understanding of the resolution of the complaint.
- N. Nothing contained in this Agreement shall be construed to supersede the lawful power or duties of either party.
- O. Either party may terminate this agreement by giving written notice of intent to terminate at least thirty (30) days prior to the date of termination.
- P. Renegotiation or termination of this contract shall be determined by procedures outlined in the Racine County *Contract Administration Manual* and Chapter 68, Wis. Stats.

VIII. RESOLUTION OF DISPUTES


The Provider may appeal decisions of the Purchaser in accordance with Racine County Human Services Department *Contract Administration Manual* and Chapter 68, Statutes.

IX. HEALTH INSURANCE AND ACCOUNTABILITY ACT OF 1996 "HIPAA" APPLICABILITY

- A. The Provider agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to the extent those regulations apply to the services the Provider provides or purchases with funds provided under this contract.
- B. If during the contract term (Purchaser) determines that a business associate relationship exists between the parties as defined by HIPAA the (Purchaser) and (Provider) mutually agree to modify the Agreement to incorporate the terms of a Business Associate Agreement, as defined by HIPAA, to comply with the requirements HIPAA and of HIPAA's implementing regulations, Title 45, Parts 160 and 164 of the Code of Federal Regulations ("Privacy Rule"), dealing with the confidentiality of health or health-related information, and Title 45, Part 142 of the Code of Federal Regulations ("Security Rule"), dealing with the standards for the security of individual health information that is electronically maintained or transmitted, and Title 45, Part 162 of the Code of Federal Regulations ("Transaction Rule") dealing with standards for electronic transactions.

XII. COST AND SERVICES TO BE PROVIDED

Account #	Program	Total	Units	Unit Rate	Method of Payment
1555990	Youth and Family Division Social Worker Information & Assistance, 4 FTE	\$ 234,905	N/A	N/A	Actuals
1555990	CPS Unit Social Worker	\$ 117,452	N/A	N/A	Actuals
1556990	Delinquency Unit Case Manager 1 FTE	\$ 62,302	N/A	N/A	Actuals
1555990	Foster Care/Kinship Care Lead Worker	\$ 66,274	N/A	N/A	Actuals
1541807	Resource Room Specialist	\$ 38,035	N/A	N/A	Actuals
1541808	WDC Workshop Instruction	\$ 112,892	N/A	N/A	Actuals
1556990	PEPS Case Manager 1 FTE	\$ 62,302	N/A	N/A	Actuals

Approved by HSD Fiscal Manager 

PROGRAM DESCRIPTION

Social Worker I&A

Vendor will provide contract staff and payroll services for the following:

Provider will provide four (4) FTE employees to function as a single point of entry for Child Protective Services (CPS) and service referrals to the Racine County Human Services Department. This may include providing information and assistance to callers of the Racine County Human Services access line or performing intake, investigative and/or case management activities within various Human Services units.

Essential Duties

1. Process and prioritize all requests for information and assistance. Direct agency-specific referrals to the appropriate Human Services Unit.
2. Deal with crisis walk-ins and prioritize emergencies; medications, food, clothing, etc.
3. Make appropriate referrals to other community resources and provide follow-up services.
4. At discretion of supervisor, rotate through CPS and other case management units, performing intake and investigative and/or case management activities.
5. Maintain accurate records for statistical reports.

Supervision Received

Receives general supervision from the Manager of the Youth & Family Division.

Qualifications

- Bachelor's degree in one of the following social services fields: correctional administration, criminal justice, educational psychology, counseling, guidance and counseling, psychology, social welfare, social work and sociology.
- One (1) year full-time experience in a social work capacity (does not include internships, school or volunteer experiences).
- Work experience in client assessment.
- Prompt and regular attendance.

Knowledge, Skills & Abilities

- Knowledge of community resources.
- Knowledge of Chapters 48, 55 and 880 desirable.
- Ability to respond to crisis and to make appropriate judgments as to resolutions.
- Ability to deliver concise oral and written reports.
- Ability to work well with other agencies.

PROGRAM DESCRIPTION:

Child Protective Services Case Manager

Vendor will provide contracted staff and payroll services for two (2 FTE) employees to provide social work services to agency clients as requisitioned by case managers to help facilitate meeting the provisions of the established case plans, maintain contact with other professionals and community resources, advocacy and follow-up to clients for Human Services Department's Case Management Division, document social work activities and progress in implementing case plans and recommend amendments to case plans as needed.

ESSENTIAL FUNCTIONS:

- Document all case work activities to ensure compliance with county, state and federal requirements.
- Utilize effective oral and written communication skills.
- Utilize advanced knowledge to:
 - 1) Review established case management plans and related court order with clients to ensure their understanding of the contents of the plans and/or orders.
 - 2) Work with children, parents, caretakers and other responsible parties to achieve the goals of the case plans.
 - 3) Exercise judgment to intervene as an advocate for clients in emergency and crisis situations.
- Possess knowledge of Wisconsin State Statutes Chapter 51, 48, 938, 55, and 880.
- Conduct home visits as per program standards.
- Establish working relationship with clients to enable them to achieve the goals of the case plan and to comply with the requirements of the court orders.
- Provide clients with information about community resources and assist with accessing resources.
- Identify the changing needs of clients and recommend the appropriate amendment to the case plan.
- Maintain working relationship with case managers, other professionals both within and outside the agency and with other community resources.
- Report family progress to Racine County Human Services Department and make appropriate recommendations.
- Ability to operate a motor vehicle safely and obey all traffic laws. Must have reliable transportation on a daily basis, a valid driver's license and automobile insurance.
- Safely transport clients as needed.
- Other duties as assigned.

Position will report to: Supervisor of the RCHSD Child Protective Service Case Management Unit.

PROGRAM DESCRIPTION:

Delinquency Unit Case Manager
Youth and Family Division

Vendor will provide one (1) contracted staff and payroll services for the following:

To provide case management services for youth develop and maintain a relationship with the court and legal system; document casework activities and provide evaluation, advocacy and follow-up to youth and their families throughout their court involvement.

Basic Function

1. Review and analyze information relating to child or caregiver's social, psychiatric and medical history to learn the nature of the functional limitations as well as strengths each child and family member present.
2. Obtain and assess relevant information regarding juvenile's development, i.e., social, familial, medical and vocational strengths.
3. Conduct family and individual risk and needs assessments as well as continually assess the safety of youth on the caseload.
4. Provide youth and family with appropriate information regarding services offered by the Human Services Department or the community.
5. Conduct a thorough assessment of youth's strengths, needs and individual and family resources. Provide the juvenile court with recommendations regarding services, treatment and disposition.
6. Develop a treatment plan in conjunction, consultation and cooperation with the youth's family and all others involved in the youth's life in accordance with statutory guidelines. This treatment plan should outline the services to be provided by the Human Services Department and contracted agencies and set reasonable goals and time frame.
7. Monitor the youth's compliance with the established court order and relevant programs; review and revise permanency plans as necessary.
8. Refer to and coordinate the various services to implement the treatment plan.
9. Produce accurate and timely documentation and reports including but not limited to assessments, treatment plans, progress reports and court reports in order to insure compliance with federal and state requirements; maintain necessary eWISACWIS documentation supporting these activities.
10. Prioritize and organize time to cover assigned area and manage caseload in equitable manner.
11. Maintain knowledge of pertinent departmental, state and federal policies, rules and regulations including state statutes 48 and 938, Access and Ongoing standards.
12. Maintain contacts with the juvenile court, District Attorney, Public Defender and legal community that deal with and serve the youth population.
13. Provide appropriate linking mechanisms as indicated by the Court disposition.

PROGRAM DESCRIPTION:

Foster Care/Kinship Care Lead Worker

Vendor will provide one (1) contracted staff and payroll services for the following:

REPORTS TO: Supervisor of the RCHSD I&A Unit, Direct Service Provider Unit, Child Care Administration/Kinship Care/Foster Care Unit; RCWDC Case Management Unit, Youth Services Unit

JOB SUMMARY:

This position oversees the completion of foster care and kinship care licensing and re-licensing application studies in accordance to federal, state, and local regulations. This position also assists RCHSD case management staff to locate appropriate foster care/kinship care placement resources, works closely with RCHSD to meet or exceed annual foster care/kinship care recruitment and retention goals, and provides ongoing support for Racine County foster care and kinship care providers.

ESSENTIAL FUNCTIONS:

- Recruit, license and certify foster homes.
- Coordinate placements for foster homes.
- Reviews and re-licenses foster homes.
- Conduct initial and ongoing licensing and certification studies.
- Assign cases to licensing employees.
- Review completed studies of licensing employees.
- Provide consultation to referring staff.
- Recommend policies and create appropriate procedures.
- As necessary, represent agency in court and fair hearings.
- Accurately update and maintain all relevant databases on a daily basis.
- Maintain a maximum of 25 cases.
- Work collaboratively with Access, Initial Assessment, Ongoing Units in the RCHSD Child Welfare Division, and with other members of the foster home licensing team.
- Responsible for accurate and timely documentation of case activities in accordance with agency and contractor policy and procedure.
- Other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Training

- Masters of Social Work Degree preferred or a Bachelor's Degree in a human service field and three years of experience.

Experience

- Bachelor's Degree requires three year of previous experience in a human service field.

Knowledge, Skills and Abilities

- Computer skills required, including knowledge of Excel, Access and the use of internet search sites.
- WiSACWIS experience preferred.
- Ability to exercise good judgment and discretion in establishing work schedule.
- Must be able to work cooperatively and collaboratively with the Racine County Human Services Department and other members of the foster home licensing team.

- Must establish and maintain productive and professional relationships with clients, colleagues and all other associated community agencies.
- Must maintain client confidentiality.
- Ability to prioritize and make appropriate decisions.
- Ability to work independently and effectively manage time.
- Must possess strong oral and written communication skills.
- Ability to provide culturally, ethnically and gender sensitive services.
- Ability to follow directions and implement recommendations.
- Possess creativity in identifying problems and solutions.
- Ability to self-motivate and remain on task.
- Knowledge and compliance with policies and procedures as detailed in the personnel policy and procedure manual.
- Ability to operate standard office equipment including telephone, fax, copy machine, shredder and computers with various software programs.
- Ability to operate a motor vehicle safely and obey all traffic laws. Must have reliable transportation on a daily basis, a valid driver's license and automobile insurance.

OTHER INFORMATION:

- Must work a set shift which will include a rotating after-hours on call schedule.
- Hours are 7:00 am – 4:00 pm.
- Possible travel required.
- Ability to sit, stand and drive throughout the day.
- Ability to tolerate environmental conditions such as air conditioning, dust, or odors.
- Ability to lift and move objects weighing up to 50 pounds.

Must possess visual acuity

PROGRAM DESCRIPTION:

Resource Room Specialist

Vendor shall provide contracted staff and payrolling services for the following positions:

Provider will employ one part-time (22 hours a week) Employment Resource Specialist to assist job seekers in finding employment through the development of an effective job search. Staff will demonstrate and coach the use of specialized software for producing high quality resumes and cover letters. Additional duties include assisting job seekers identify marketable skills, improve resume content, proof resumes and make suggestions for improvement. Staff will encourage and advise job seekers in conducting a successful job search, including internet job searches. Where appropriate, staff will refer customers to other services, to include career counseling, educational resources and support services. Staff must have excellent written and verbal skills, experience and knowledge in training and development, and experience in job coaching, interviewing techniques, vocational and employment related assessments, labor market information and enjoy working with the public and possess excellent customer service skills.

PROGRAM DESCRIPTION:

WDC Workshop Instruction for Job Seekers

Vendor will provide contracted staff and payrolling services for the following positions:

The Provider will employ 2.0 F.T.E. staff for the WDC Educational Services. The team members will report to the team leader of the Educational Team. The Provider will employ sufficient staff who are proficient in the Spanish language.

The Provider will be responsible for the development, coordination, marketing and delivery of a full range of workshop instruction at the Racine County Workforce Development Center. Provider will be responsible for providing adequate WDC-based instructors to conduct a minimum of 15 two or three-hour workshops per week covering topics relevant to core job seeking skills and career development. These workshops will be scheduled to cover morning, afternoon and evening hours at the WDC and should be varied enough to provide information to a full range and skill level of job seekers.

In addition, 10 hours per month a combination of these sessions will be conducted or arranged for in Burlington or provided through video conferencing from the Racine facility to the Burlington facility.

Provider will conduct or arrange for program orientations, WDC orientations and coordination/arranging/scheduling of community resource presentations for job seekers at the center, including in-house staff presentations.

Direct customer input from satisfaction surveys will be completed on a monthly basis and reported to the Team Leader. Monthly reports must be submitted no later than 15 days after the end of each month.

Provider will be responsible for preparing and distributing quarterly workshop booklets to all appropriate organizations and staff. Booklets must be printed and distributed in a timely manner. Marketing of the workshop booklet will include distribution to local media outlets (Journal Times, Insider News, Hispanic Chronicle, Racine Mirror, Journal Sentinel, Time Warner, Cable Access Racine 25, etc.). Weekly information shall be distributed to the Journal Times and Cable Access 25 for publication.

The instructional staff, which will be located at the Workforce Development Center, will participate in the functional team design and comply with all of the policies and procedures in place at the Racine County Dennis Kornwolf Service Center and the WDC. The WDC will provide the staff with appropriate office space, telephone, printing, postage, office supplies, computer hardware and software and computer support.

Provider will:

- Maintain workshop information on the WDC website.
- Maintain attendance for workshops.
- Provide a certificate of completion for each workshop participant (at the end of each workshop). This certificate should be unique and difficult to reproduce on a copy machine.
- Survey customer satisfaction after each workshop.
- Provide monthly reports to the functional team leader. Monthly reports are due 15 days after the end of each month.

The Provider will assist in identifying and implementing strategies to facilitate the utilization of the WDC by inner city residents.

The Provider will identify subject matter experts from the community who are willing to present workshops at the RCWDC within the three workshop categories (Career Development, Job Search and Personal Growth). No less than 6 workshop subjects shall be presented by guest subject matter experts during the year.

PROGRAM DESCRIPTION:

Social Worker/Case Manager – Direct Service Provider for PEPS

Vendor will provide one (1) FTE contracted staff and payroll services for the following position:

JOB SUMMARY:

This position provides social work services to agency clients as requisitioned by case managers to help facilitate meeting the provisions of the established case plans, maintain contact with other professionals and community resources, advocacy and follow-up to clients for Human Services Department's Case Management Division, document social work activities and progress in implementing case plans and recommend amendments to case plans as needed.

ESSENTIAL FUNCTIONS:

- Document all case work activities to ensure compliance with county, state and federal requirements.
- Utilize effective oral and written communication skills.
- Utilize advanced knowledge to:
 - Review established case management plans and related court order with clients to ensure their understanding of the contents of the plans and/or orders.
 - Work with children, parents, caretakers and other responsible parties to achieve the goals of the case plans.
 - Exercise judgment to intervene as an advocate for clients in emergency and crisis situations.
- Possess knowledge of Wisconsin State Statutes Chapter 51, 48, 938, 55, and 880.
- Conduct home visits as per program standards.
- Establish working relationship with clients to enable them to achieve the goals of the case plan and to comply with the requirements of the court orders.
- Provide clients with information about community resources and assist with accessing resources.
- Identify the changing needs of clients and recommend the appropriate amendment to the case plan.
- Maintain working relationship with case managers, other professionals both within and outside the agency and with other community resources.
- Report family progress to Racine County Human Services Department and make appropriate recommendations.
- Ability to operate a motor vehicle safely and obey all traffic laws. Must have reliable transportation on a daily basis, a valid driver's license and automobile insurance.
- Safely transport clients as needed.
- Other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:

Education and Training

- Must have a Bachelors Degree in Social Work, Psychology, Criminal Justice, or other related field.
- Position must keep current on information pertaining to client/family needs through seminars, trainings, media, text, and research.
- Must possess valid Wisconsin driver's license.

Experience

- One (1) year full time post-graduate experience as a Social Worker or in a related professional position (experience does not include internships, school or volunteer experiences).
- Social work experience must include experience in at least 4 of the following activities: assessment, case plan development, case plan implementation, use of community resources, applying a variety of social service laws, providing direct services, conducting child or elder abuse/neglect investigations, development

of social histories, or initiating court actions including acting as petitioner in court.

Knowledge, Skills and Abilities:

- Ability to read, speak and write clearly in English.
- Ability to exercise good judgment and discretion in establishing work schedule.
- Must be able to work cooperatively and collaboratively with Human Services Department.
- Must establish and maintain productive and professional relationships with clients, colleagues, the school district, and other community agencies.
- Must maintain client confidentiality.
- Ability to prioritize and make appropriate decisions.
- Ability to work independently and effectively manage time.
- Must have prompt and regular attendance.
- Must possess strong oral and written communication skills.
- Ability to work with and understand the needs of a widely diverse client population including but not limited to people experiencing problems with: abuse/neglect, AODA, mental illness, varied disabilities, parenting skills, self-esteem, problem solving skills, living arrangements, interpersonal relationships, economics and money management, self care skills/limitations, mobility, education/training/employment.
- Ability to follow directions and implement recommendations.
- Possess creativity in identifying problems and solutions.
- Ability to self-motivate and remain on task.
- Knowledge of applicable federal and state statutes, Child Welfare ongoing standards, regulations, and both agency's policies and procedures.
- Knowledge of and experience with court testimony and protocol.
- Ability to operate standard office equipment including telephone, fax, copy machine, shredder and computers with various software programs.

OTHER INFORMATION:

- Occasional evening and weekend hours required based on the needs of the program.
- Be on call by cell phone 24/7 unless on vacation or other arrangements have been made with the program supervisor.
- Ability to sit, stand and drive throughout the day.
- Ability to tolerate environmental conditions such as air conditioning, dust, or odors.
- Ability to lift and move objects weighing up to 50 pounds.
- Must possess visual acuity.

PROGRAM EVALUATION

Social Worker I&A

1. The Provider, as the employing entity, will support the compliance of RCDKSC policies and procedures by their staff.
2. 100% of the time, the position funded through this contract will be filled with effective staff.

An Annual Evaluation Outcome Report must be provided to the RCHSD Coordinator of Contract Services and to the Youth and Family Manager by 2/1/17.

CPS Unit Social Worker

1. The Provider, as the employing entity, will support the compliance of RCDKSC policies and procedures by their staff.
2. 100% of the time, the position funded through this contract will be filled with effective staff.

An Annual Evaluation Outcome Report must be provided to the RCHSD Coordinator of Contract Services and to the Youth and Family Manager by 2/1/17.

Delinquency Unit Case Manager

1. The Provider, as the employing entity, will support the compliance of RCDKSC policies and procedures by their staff.
2. 100% of the time, the position funded through this contract will be filled with effective staff.

An Annual Evaluation Outcome Report must be provided to the RCHSD Coordinator of Contract Services and to the Youth and Family Manager by 2/1/17.

Foster Care/Kinship Care Lead Worker

1. The Provider, as the employing entity, will support the compliance of RCDKSC policies and procedures by their staff.
2. 100% of the time, the position funded through this contract will be filled with effective staff.

An Annual Evaluation Outcome Report must be provided to the RCHSD Coordinator of Contract Services and to the Youth and Family Manager by 2/1/17.

Resource Room Specialist

1. 100% of the time, the positions funded through this contract will be filled with effective staff.
2. The Provider, as the employing entity, will support the compliance of RCDKSC and WDC policies and procedures by their staff.
3. Adhere to all reporting requirements

An Evaluation Outcome Report containing functional area strengths, weaknesses, success, recommendations as well as other qualitative and quantitative data must be submitted to the WDC Manager and Racine County HSD Coordinator of Contract Services by 2/1/17.

WDC Workshop Instruction for Job Seekers

1. Minimum of 15 two or three hour job seeker instruction workshops per week are conducted at the Racine WDC and minimum of 10 hours per month in Burlington. Workshops are scheduled to cover morning, afternoon and evening hours.
2. Quarterly workshop booklets are prepared and distributed at least 15 days prior to the 1st of each quarter.
3. The WDC website is updated in a timely fashion.
4. Customer satisfaction surveys are compiled and reported on a monthly basis with 95% customer satisfaction.

5. Monthly reports are submitted within 10 days after the end of each month.
6. Additional workshops are arranged for through community and WDC resources.
7. The Provider, as the employing entity, will support the compliance of RCDKSC and WDC policies and procedures by their staff.
8. 100% of the time, the positions funded through this contract will be filled with effective staff.

An Evaluation Outcome Report must be submitted to the WDC Manager and HSD Coordinator of Contract Services by 2/1/17.

Social Worker/Case Manager – Direct Service Provider for PEPS

1. 100% of the time, the positions funded through this contract will be filled with effective staff.
2. The Provider, as the employing entity, will support the compliance of RCDKSC and WDC policies and procedures by their staff.
3. Adhere to all reporting requirements

An Evaluation Outcome Report must be submitted to the Racine County HSD Coordinator of Contract Services by 2/1/17.