2018 PROGRAM SPECIFICATION

Premier Workforce Solutions

PROGRAM #: 663

STANDARD PROGRAM: RCAP INTERN

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

FUNDING SOURCE(S):

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY:

DEFINITION OF CLIENT ELIGIBILITY:

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language

- Certification standards where applicable

- Fiscal and program reporting criteria

- Allowable Cost Policy

- Audit criteria

- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual

- Maintain adequate liability coverage

- Civil Rights/Affirmative Action Policies

- Criminal background checks for staff

- Drug screening, driver’s license checks and reference checks

- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.

- 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 relating to the staff

- Fair Labor Standards Act

- Withholding payroll taxes, paying unemployment insurance, worker’s compensation and social security contributions

- Complete performance evaluations and discipline and maintain employment records

- Recognize that authorization for services is approved by Racine County Human Services Department

- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.

- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.

- All Provider external vacancies shall be advertised on JobCenterofWisconsin.

- The National Career Readiness Certification is a preferred qualification for all employees hired by the Provider.

PROGRAM DESCRIPTION:

Provider will provide the following duties as needed

1. Making reminder court calls to RCAP participants and logging the contact into TCM
2. Assisting in conducting Pre Trial assessments in the County Jail when needed
3. Assisting in completing breathalyzers/oral drug screens on RCAP/Treatment Court/Veterans Court participants
4. Checking CCAP to determine if people who were ordered to our office (but have not reported) remain in custody, or are now out of custody and haven’t reported, or if their case has closed without them leaving custody, for RCAP to determine if we can close them out or send non-compliance reports to court
5. Potential option that has not yet occurred would be urine screening of individuals testing for Treatment Court

Further duties may be assigned by Racine County Human Services Department Contract Services

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities; nor, is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind and level of difficulty.