

# **GREEN COUNTY HUMAN SERVICES**

*PLEASANT VIEW COMPLEX*

N3152 State Road 81  
MONROE, WI. 53566-9397  
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## **Position Opening: CSP Secretary**

Full time position available in the Community Support Program (CSP) Unit. Under the direction of the Community Support Program Supervisor, this position is responsible for the organizing, coordinating and monitoring all non-clinical operations of CSP; providing receptionist activities including triaging calls of a multi-phone line telephone; coordinating communication between team and clients, deescalating situations with clients who have increases of symptomatology; assisting clients, their families and agencies to get answers to questions; maintaining budget records for clients; electronic billing; and operating and coordinating the management information system in CSP.

**Requirements:** A minimum of a high school diploma or equivalent is required. Also requires a basic knowledge of computer programs. Education and/or experience in the field of human services and office management preferred.

Must have a strong commitment to the right and ability of each person served in CSP and skill and competence to establish supportive trusting relationships with persons with severe and persistent mental illnesses and respect for client rights.

### **Compensation and Benefits:**

Group 4/Grade 55/Non-Exempt – Starting Salary is \$14.52/hour.

The wage for this position will depend on the applicant's qualifications and experience. Green County offers a competitive benefits package including: Wisconsin Retirement System, ETF Health Insurance plan, voluntary dental, vision, short and long term disability, life insurance, flex spending, deferred compensation, and benefited time off in the form of vacation, sick, personal days and 9 observed holidays.

**Application:** A complete job description and application can be found on our Green County Human Services website at <https://www.gchsd.org/employment> or picked up in person at Green County Human Resources.

Please submit cover letter, application, resume, and supporting documents to:

CSP Supervisor Mickey Rockey

Green County Human Services, N3152 State Hwy. 81 Monroe, WI 53566

Email: [mrockey@gchsd.org](mailto:mrockey@gchsd.org)

**Tentative Recruiting Timeline:** This posting will remain open until the position has been filled. First review of applications will occur on 9/6/2019.

*AA/EEO*

*An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission to or access or treatment of employment or in its programs, services, or activities. Green County requires a drug screening and a physical exam as part of its employment process.*

8/27/2019

<http://www.gchsd.org>