

Position Opening: CYF Human Services Assistant I/II

****This position will be hired through Southwest Wisconsin Workforce Development Board (SWWDB) and “leased” to Green County Human Services. Successful candidates will be an employee of SWWDB and not Green County. ****

Human Services Assistant I/II --- Under the direction of the Supervisor and Case Workers, direct services to children and families involved with the Children, Youth, and Families Unit. Duties include but are not limited to supervised visitation, transportation, home visits, parent education and support, school liaison work, providing support to CYF caseworkers, and other tasks as directed by the CYF supervisor. Also requires accurate record keeping and case documentation, filing and other errands and paperwork as assigned by CYF supervisor or caseworkers.

This is a full-time position with flexible hours. Evening and weekend work is required.

Qualifications: Qualifications include an Associate’s degree in Human Services or closely related field and at least one year of direct service experience with the target population (HSA II requires at least two years of closely related experience). An equivalent combination of education and clearly documented training or experience that provides the required knowledge, skills and abilities may be considered.

Compensation and Benefits:

Human Services Assistant I - 2021 Starting Salary \$16.55

Human Services Assistant II – 2021 Starting Salary \$17.20

The wage for this position will depend on the applicant’s qualifications and experience.
Southwest Wisconsin Workforce Development Board

Please submit letter of interest, resume, and any supporting documents to:

CYF Supervisor Dee Jaye Miles

Green County Human Services, N3152 State Road 81, Monroe, WI 53566

djmiles2@gchsd.org

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