

# ***RESOLUTION NO.: 83—2017-18***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

The County Executive has requested the following position, and the same has been included in the 2018 COUNTY EXECUTIVE BUDGET:

Create: (1) Part-time Social Worker

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the TABLE OF ORGANIZATION FOR THE BREWSTER VILLAGE, COST CENTER, 5017665, by creating (1) part-time Social Worker position effective January 1, 2018, as described in the attached which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to include the new position(s) and the attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Brewster Village Director, and the Outagamie County Human Resources Department.

Dated this \_\_\_\_ day of November 2017

Respectfully Submitted,

LEGISLATIVE/AUDIT &  
HUMAN RESOURCES COMMITTEE

\_\_\_\_\_  
Travis Thyssen

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Shane Griesbach

\_\_\_\_\_  
Patrick Meyer

\_\_\_\_\_  
John Foss

Duly and officially adopted by the County Board on:\_\_\_\_\_

Signed: \_\_\_\_\_

Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed:\_\_\_\_\_

Signed: \_\_\_\_\_

County Executive



## Organizational Change Request

*Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary*

**This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or [lisa.lux@outagamie.org](mailto:lisa.lux@outagamie.org).**

### **PART I: GENERAL INFORMATION:**

Change(s) being Requested: Add New Position to TO

Effective Date of Change: 1/1/2018

Department: Brewster Village

Department Head: Morgan Hinkley

Cost Center: 5017665

Employee Group: AS&P

Justification for Change:

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

**Key Benefits:** Currently there is a 1:68 case load (13 of which are villagers here for rehab). As the need for short term rehab has increased, Brewster Village has continued to provide for that need. Additionally, there has been increase of individuals staying at Brewster Village of which the primary payor source is Medicare Advantage (Medicare Part C). The latter coincides with a change in health care as an industry, in which managed payer systems are expecting shorter hospital stays and a great dependence on lower levels of care (i.e. nursing homes). What these changes have compounded is a significant increase in workload of our social workers. As compared to 2012 and sooner, there is at least a 30% increase in people moving into (and moving out of) Brewster Village. Social workers play a significant role in both of these occasions, in addition to the many other needs between these times. The social worker spends approximately 1 hour with each person that moves in immediately after they move in. They spend another 4.5 hours making phone calls and completing necessary paperwork to facilitate people safely and successfully moving out of Brewster Village. The current caseload is unmanageable in an average 40 hour work week because so much of what the social worker is charged with doing is time sensitive. The alternative to not working excessive hours is potential non-compliance with due dates which would negatively impact our reimbursement.



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**Impact Denial of Request:** Non-compliance with assessment requirements, increased rates of anxiety and depression amongst villagers, staff burnout leading to turnover, continued costs to contract workers, lack of continuity of care.

**Amount of Overtime (other incurred costs):** Approximately \$14,000 in purchased services costs over 4 months.

**Backlog:** With the current utilization of a contracted social worker, the workload is more manageable. Social workers are not working excessive hours, are at times, able take lunch breaks away from their desks, be more available to villagers and families and their needs, be more available to staff as a resource and team member (including assigned duties as a Household Coordinator, attendance at Household (villager) Council meetings, etc.)

### Other Alternatives Considered:

X Temporary Help      x Part-Time vs. Full-Time      x Help from other depts.  
☐ Use of Overtime      x Process Improvements

### Fiscal Impact of Change:

x Cost Neutral      ☐ Cost Reduction      ☐ Cost Increase

### FTE Headcount Impact of Change\*:

☐ Headcount Neutral      ☐ Headcount Reduction      x Headcount Increase

(\*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)

## **PART II: CHANGE DETAILS** - Complete the appropriate section below for the type of change being requested.

### **POSITION ADDITION** (i.e. addition of entirely new position or one or more of the existing position)

Position Title: Social Worker

Type of Addition: ☐ Add completely new position      x Add to existing position in TO

How many? [Click here to enter text.](#)

Position is: ☐ Full Time: x Part Time:

### Additional Communications/Approval Required:

- ✓ Provide updated Job Description to HR
- ✓ Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- ✓ Inform Committee of Jurisdiction
- ✓ Approval from Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval



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### **PART III: CURRENT AND FUTURE ORG VISUAL**

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.

### **PART IV: FINANCIAL DATA** - List the total expenditures, revenues and savings pertaining to this request.

#### **ANNUAL CURRENT EXPENDITURES**

Salary	\$	
Fringe Benefits	\$	
Travel/Training	\$	
Supplies	\$	
Purchased	\$	
Capital Outlay	\$	
<b>TOTAL</b>	\$	

#### **ANNUAL PROPOSED**

Salary	\$	28365
Fringe Benefits	\$	11145
Travel/Training	\$	
Supplies	\$	2420
Purchased	\$	
Capital Outlay	\$	
<b>TOTAL</b>	\$	41,930

#### **REVENUES**

Description:

	\$	
	\$	
<b>TOTAL</b>	\$	

#### **COST SAVINGS**

Description:

Salaries - position changes (steps)	\$	28580
Purchased Services (outsourcing)	\$	13350
<b>TOTAL</b>	\$	41,930



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- \* If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.

**NOTE:** If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, and Financial Services, Brian Massey, ext. 1675. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	<input type="checkbox"/>	Date: 5/19/2017
Department Head:	<input type="checkbox"/>	Date: 5/19/2017
HR Director:	X	Date: 6/15/2017
County Executive:	<input type="checkbox"/>	Date: <a href="#">Click here to enter a date.</a>

### REQUEST:

☐ Approved   ☐ Denied

Resolution Number: [Click here to enter text.](#)

**POSITION DESCRIPTION**

<b>POSITION TITLE</b>	Social Worker (BV)	<b>POSITION CLASSIFICATION</b>	<input checked="" type="checkbox"/> Exempt/Salaried <input type="checkbox"/> Non-Exempt/Hourly
<b>DEPARTMENT</b>	Brewster Village	<b>EMPLOYEE GROUP</b>	ASP
<b>REPORTS TO POSITION</b>	Support Services/Rehabilitative Director	<b>DIRECT REPORT POSITIONS</b>	NA
<b>SALARY GRADE</b>	8	<b>POSITION TYPE</b>	Regular
<b>TYPICAL WORKWEEK</b>	<input checked="" type="checkbox"/> 40 Hours Minimum <input type="checkbox"/> 37.5 Hours Minimum <input type="checkbox"/>	<b>BLOOD BOURNE PATHOGENS</b>	<input type="checkbox"/> A <input checked="" type="checkbox"/> B <input type="checkbox"/> C

**POSITION PURPOSE** Reporting to the Support Services/Rehabilitative Director, the Social Worker provides a variety of services designed to meet the psycho social needs of Villagers at Brewster Village. Those services include pre- and post admission assessment, care plan development, supervision of treatment plans, individual counseling, assistance to Villagers and families with financial and legal issues, coordinating of care conferences and discharge planning.

**KEY RESPONSIBILITIES** The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Advocates for the well being of Villagers through explaining to and assisting the Villager, family, and/or guardian in the areas of Villager rights, benefits, pertinent regulations, and other needed services.
- Provides supervision including coaching and instruction of the treatment team regarding Villagers rights, behavioral approaches, staff to Villagers interaction, and active treatment programming.
- Maintains required records and files; prepares forms, reports, progress notes, individual program plans, quarterly and annual assessments, Level 1 screenings, and obtains appropriate informed consents.
- Completes, in-services, implements and monitors behavior programming process, non-medical Integrated Plan of Care, CMI and D.D. specialized services..
- Coordinates discharge planning of Villagers, including potential emergency detentions, group home placements, home with ancillary services, etc.
- Participates in the quality assurance process including, gathering data and identifying problems and offering potential solutions.
- Coordinates legal issues, including need for guardianship and protective placement, and durable power of attorney for health care. Provides testimony at court hearings.
- House Coordinator - promotes empowerment of the team in providing Villager directed care, participates in team problem solving, monitors team members' performance and provides feedback through coaching and counseling. Meets with Villages to get feedback on the teams' performance regarding the Villagers ability to direct their care.
- Mentoring and serving as a role model to staff in all households, provides knowledge and direction to assure that the households have needed resources (community links, materials and supplies).
- Maintains a safe, comfortable and functional environment by assessing the household for potential hazards, implements practices utilizing appropriate techniques regarding sanitation, infection control, fire safety, disaster preparedness and emergency care, investigates and reports all incidents and accidents, and observes the team for safe work habits.



## POSITION DESCRIPTION

### EDUCATION/CERTIFICATIONS/WORK EXPERIENCE REQUIREMENTS

- Certified or eligible for certification as a Social Worker by the State of Wisconsin Department of Regulation and Licensing with one to two years social work experience.

### REQUIRED OR PREFERRED SKILLS

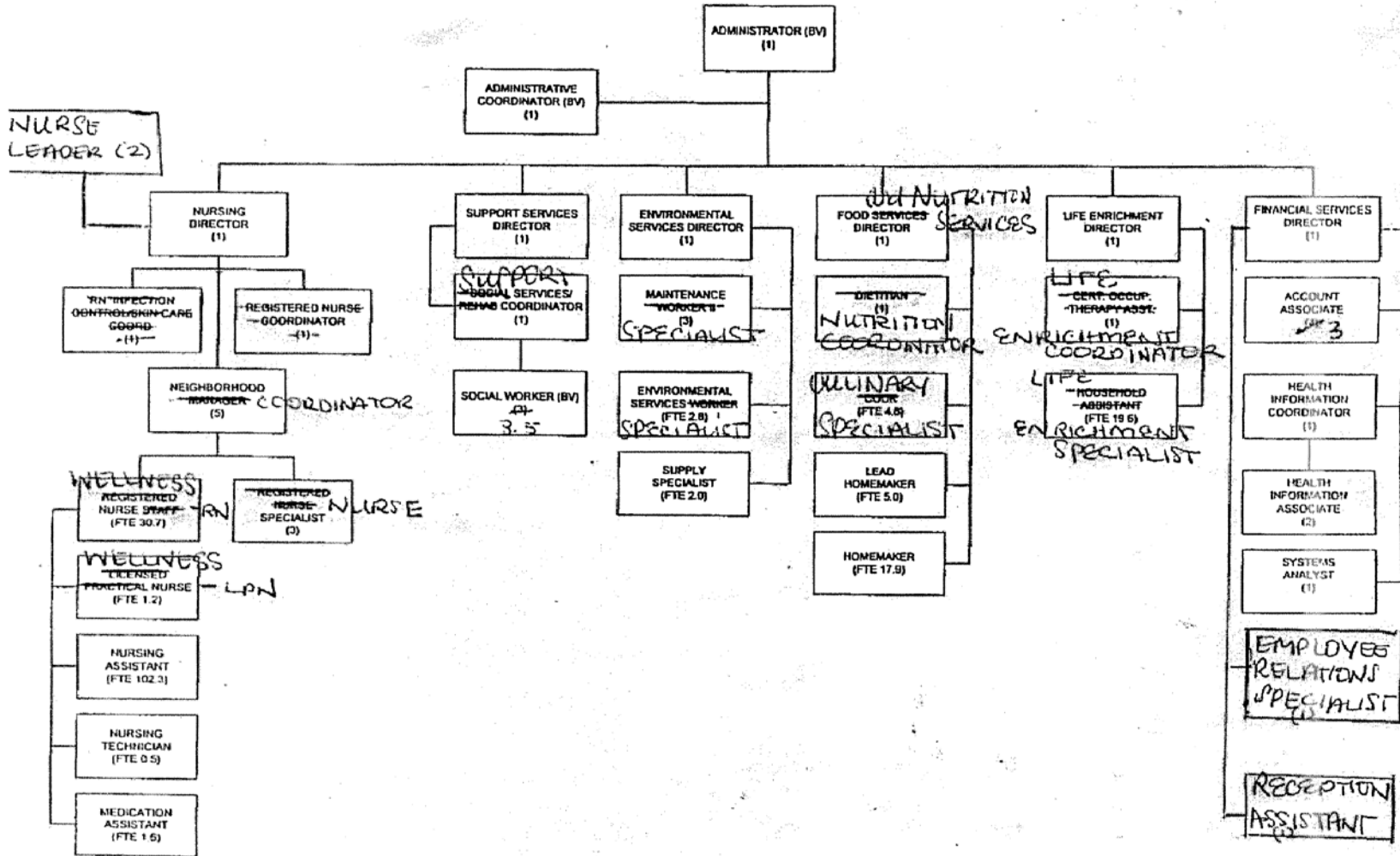
- Ability to operate a motor vehicle.
- Ability to operate a variety of office equipment including computer, photocopier, fax machine and long term care charting system.
- Ability to assign, supervise, and review the work of others such as College Social Work and Counseling students.
- Ability to comprehend and interpret a variety of documents including Medicare statements, bills, placement reviews, psychological and other medical reports, letters and other correspondence, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including plans of care, behavior programs, letters and other correspondence, assessments, consent forms, etc.
- Ability to use and interpret medical, counseling, legal, and basic accounting terminology.
- Ability to communicate effectively with Villagers and their guardians, families, and friends, doctors, Brewster Village staff, therapists, psychiatrists and psychologists, health care agency representatives, judges, attorneys, volunteers, law enforcement personnel, and others verbally and in writing.
- Ability to assure that federal, state and local laws as well as accepted professional standards and principles of professional organization, boards and councils are followed.
- Ability to see person-directed care as an important component in providing Villagers with a sense of health and well being.

**ADDITIONAL NOTES** (*physical requirements, secondary language requirements, etc.*)

<b>REVIEWED BY:</b>	<input checked="" type="checkbox"/> Janet Gatien <input type="checkbox"/> Cindy Golden	<b>DATE:</b> 2/2/2017
<b>APPROVED BY:</b> (Manager/Dept Head)	Jeff McCabe	<b>DATE:</b> 2/2/2017
<b>LAST UPDATED BY:</b>	Jeff McCabe	<b>DATE:</b> 2/6/2017
<b>EXEMPT POSITION:</b> May be eligible for compensatory time after:		
<input type="checkbox"/> 40 Hours <input type="checkbox"/> 45 Hours (Grade 12 and above) <input type="checkbox"/> Not Applicable		
<b>POST OFFER PRE-EMPLOYMENT EXAM REQUIRED:</b>		
<b>DRUG TEST REQUIRED:</b> <input type="checkbox"/>		
<b>TYLER-MUNIS POSITION NUMBER:</b> Click here to enter text.		

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.





11/07/2016

BREWSTER VILLAGE

7

BV (1)