



## Dane County Department of Human Services Division of Adult Community Services

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Director – Lynn Green  
Division Administrator – Todd Campbell

**JOE PARISI**  
DANE COUNTY EXECUTIVE

### MEMORANDUM

DATE: March 6, 2018  
TO: Chair and Members of the Personnel and Finance Committee  
FROM: Lynn Green, Director  
RE: Social Worker – Bilingual, Position #3102

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. The Comprehensive Community Services (CCS) Intake Social Worker position, #3102 in the Department of Human Services, has not been able to be filled for longer than six (6) months. When this position was first posted, no one applied.

#### **What is the nature of the work or what is the essential function of the position?**

This position is critical in getting individuals enrolled within the CCS Program. CCS is a fully funded program that provides mental health and substance abuse services to individuals of any age who are on Medicaid. This position is responsible for completing an intake, determining eligibility, and linking eligible individuals to service facilitation. This is a new position that was approved in 2017. However, when it was first posted in July 2017, we received no applications. There is a high demand for mental health and substance abuse services in the community. The CCS program receives over 100 inquiries each month. To better meet the needs of non-English speaking individuals, a Spanish speaking Intake Social Worker is critical.

#### **How has this function been fulfilled without his position?**

The CCS Intake Unit has continued to enroll individuals using the language line and interpreters. Though effective at translation, this method is less efficient and limits staff in working with individuals in a culturally responsive and recovery oriented manner.

#### **What will be the impact on the Department's function and mission if the position remains vacant?**

Wait times will increase beyond the current three months limiting access. Due to the current cumbersome method of communication, a barrier for Spanish speaking individuals to access services will continue to exist.