



DODGE COUNTY JOB ANNOUNCEMENT

127 East Oak Street, Juneau, WI 53039
Phone (920)386-3690 · fax (920)386-3545 · email hr@co.dodge.wi.us

Human Services Supervisor – CLTS: Human Services & Health

POSTED: April 27, 2026

LOCATION: 199 County Road DF – Juneau, WI

HOURS: Full-Time, Exempt

STARTING WAGE: \$40.98/hr.

POSITION OPEN UNTIL FILLED: Please submit a Resume with application.

POSITION SUMMARY

This position provides professional work planning, organizing, evaluating, supervision, and implementation to County service- related programs in accordance with State and Federal laws and regulations, and to implement general policies set forth by governing bodies and agencies.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree in social work, psychology, or related human services degree with five (5) years of progressive administrative experience in human service-related programs.
- Three years' previous supervisory experience. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.
- Current Social Work Certification within the State of Wisconsin or certifiable within six (6) months of employment.
- Must successfully pass caregiver and criminal background check.
- Master's degree preferred.

REQUIRED JOB COMPETENCIES

- Knowledge of laws and regulations that affect the delivery of services provided by the Department.
- Knowledge of community resources, and alternative care resources.
- Knowledge of applicable State statutes.
- Comprehensive knowledge of social, economic, and health problems of basic human behavior and of available assistance and rehabilitative services and techniques.
- Thorough knowledge of State and Federal human services programs and requirements.
- Knowledge of human service needs assessment methodologies, grant programs, and budgeting procedures.
- Knowledge of legal requirements for health and human service programs, including client rights, confidentiality, and non-discrimination.
- Knowledge of the principles of human growth and development, psychology, systems theory, and human motivation.
- Knowledge of goals, principles, and practices of health and human service programs, program administration, and program goals and their intended impacts.
- Ability to communicate effectively with individuals of varying abilities, interests, and concerns.
- Knowledge of strategic planning, development, and analysis of performance measurements.
- Ability to effectively utilize the principles of strategic and long and short-range planning.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop department goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other Department-specific documents.
- Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.

- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time-off, and maintaining personnel records.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.

For position details, complete job description and to apply, please visit: [My Job Search \(ukg.net\)](http://MyJobSearch.ukg.net)

Excellent working conditions with competitive wage and benefit program.



*Equal Opportunity Employer M/F/D/V
Minorities/Females encouraged to apply*