

2019 PROGRAM SPECIFICATION
Lutheran Social Services

PROGRAM #: 653

STANDARD PROGRAM: Typist Position

TARGET POP: N/A

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday-Friday, 8:00am – 5:00pm

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

PROGRAM DESCRIPTION:

Vendor shall provide contracted staff and payroll services for the following positions:

TYPIST

Vendor will provide 2 FTE Typists according to the following position description.

1 FTE for the Human Services Department and Workforce Solutions

1 FTE for the Behavioral Health Division

Basic Function

To transcribe dictation, type and perform other clerical duties for the Human Services Department/Behavioral Health Services.

Essential Duties

1. Operate word processing programs.
2. Transcribe dictation and written documentation including court reports, letters, memos, narratives and miscellaneous forms.
3. Store, retrieve and update documents.
4. Meet court deadlines.
5. Create pattern letters and forms.

Qualifications

- High School Diploma or GED
- Passing score on OPAC's Language Arts, Transcription and Alphabetic Filing tests
- Type 50 net w.p.m. with 95% accuracy
- Experience in transcribing
- Prompt and regular attendance

Knowledge, Skills & Abilities

- Working knowledge of Microsoft Word or comparable word processing application
- Excellent grammar and spelling skills
- Knowledge of medical terminology
- Ability to work independently and be a team worker
- Ability to deal with sensitive and highly confidential information
- Ability to type under pressure to meet a designated deadline
- Skill in organizing and prioritizing work

EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.