



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS Work Session Agenda

Tuesday, April 1, 2025

9:45 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

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| 1 Case Aide - Interpreter Job Description Proposal
<i>Jackie Och & Katherine Mackedanz, HHS Division</i> | 9:45 |
| 2 Discussion of the Administrative Services Manager Unit Position
<i>Jackie Och, HHS Director</i> | 9:50 |
| 3 Sourcewell Career Pathways Program
<i>Dr. Maggie Velasco, Director of Career & College Readiness, Sourcewell</i> | 10:00 |
| 4 Paycom and Morrison County HR Presentation
<i>Jackie Bauer, County Coordinator</i> | 10:20 |

Todd County Position Description

Department: Health and Human Services
Position Title: Case Aide- Interpreter
Pay Grade: 5
FLSA: Non-Exempt
Status: Union Represented
Reports To: Unit Manager
Date: 2025-04

Purpose of Position

Performs a variety of tasks related to the rendering of paraprofessional agency services in a specific program work area, and related work as assigned. This position works closely with other agency staff in their related work area. The work is performed under the general direction of a Health & Human Services supervisor or manager.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Determines eligibility of clients for programs in assigned work area.
- Reviews case records for completion of required agency forms.
- Explains program services to individuals or groups.
- Explains application procedures to individuals or groups and assists individuals in completing forms.
- Interviews clients to obtain and verify necessary factual information.
- Makes appropriate referrals to other units within the agency.
- Responds to initial complaints of clients.
- Performs clerical/accounting functions as necessary for work assignment.
- Meets with clients in the home or office as required by work assignment.
- Coordinates services and supports to assist professional staff to accomplish goals and objectives of individual case plans.
- Assists Management and Professional staff in coordinating trainings and special events.
- Manages case load tasks in specific areas of work assignment.
- Assists staff working in program area in processing purchase of service contracts and agreements.
- Responds orally and in writing to general inquiries based on knowledge of agency programs, policies and procedures.

- Documents client contacts, information, forms, and referral information in appropriate computerized software programs.
- Assists with client transportation as required by area of work assignment.

Interpretation Duties (English/Spanish)

- Interpret for clients and families with limited or no English language proficiency in their interactions with county staff.
- Translate forms and materials as needed.
- Identify cultural differences between families and staff and facilitate effective communication, bridging cultural gaps.
- Develop effective, bilingual communication methods.
- Maintain bilingual competency through community outreach and continuing education programs.

Minimum Education and Experience/Special Requirements

High school diploma or GED and two to three years of experience in a similar position, or equivalent combination of education and experience.

Bilingual (English/Spanish).

At least 40 hours of interpreter training.

Must possess and maintain a valid MN Driver's License.

Must pass a criminal background check.

Knowledge, Skills and Abilities

- Knowledge of interviewing techniques and skills in conducting interviews.
- Knowledge of human behavior.
- Knowledge of agency programs, operations, policies and procedures.
- Knowledge of available community resources.
- Knowledge of basic mathematics.
- Knowledge of general office practices and equipment.
- Knowledge of specialized software and technical terminology.
- Ability to relate to people in an appropriate manner.
- Ability to organize and coordinate job activities.
- Ability to accurately and rapidly process detailed information.
- Ability to make decisions.
- Ability to remain objective.
- Ability to establish and maintain effective working relationships with clients, public, co-workers, and agency administration.
- Ability to establish and maintain accurate and systematic records.
- Ability to express ideas clearly.
- Ability to comprehend written and verbal instructions.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, frequently requires repetitive motions, and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of spoken word, hearing is required to perceive information at normal spoke word levels; work requires preparing and analyzing written or computer data, operating machines including office equipment or motor vehicles and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).