



# WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

## Position Available – Internal/External Posting Job Title: **Social Worker – Sheriff’s Office**

**Classification:** Full-time  
Non-union  
FSLA Exempt

**Department:** Wexford County Sheriff’s Office

**Annual Wage:** \$61,200

**Benefits Include:** Hybrid Pension – minimum 5% employee contribution  
Health, Dental & Vision Insurance –10% employee contribution  
Paid Leave  
Life Insurance

**Qualifications & Responsibilities:**

- Master’s degree in social work from an accredited institution required
- Minimum one-year experience as a Social Worker with service to incarcerated individuals
- Minimum three to five years providing counseling, therapy, and crisis intervention services
- Meet MDHHS Requirements for a Qualified Mental Health Professional
- Provides clinical assessment of mental health needs including social, emotional, physical and mental impairments, general health status and diagnosis.
- Assist in coordinating and implementing counseling services in the jail.
- Assist in coordinating and implementing evidence-based programming in the jail.
- Creates and maintains professional relationships with inmates to better serve them.
- Provides crisis intervention counseling as needed.
- Provide services to individuals and group therapy as needed.
- May also provide educational presentations to groups.
- Demonstrates knowledge of community resources and makes referrals to community agencies.
- Prepares, updates, and maintains clinical records to ensure accuracy and completeness.
- Comply with privacy and security laws (HIPAA), Federal, State, and Agency policies, and procedures.
- Collaborates with other providers, multi-disciplinary teams, and community agencies to ensure coordination of care.
- Participate in continuing education programs and self-directed education to keep skills and knowledge current.
- Demonstrates appropriate communication skills in addressing co-workers, community members, community partners, and clients.
- Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
- All other duties assigned or delegated.

**Supervision:** Jail Administrator

**Application Due:** Cover letter, Resume & Application due by 4:00 p.m. on Friday, June 12, 2026, to the Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.