

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Adult Protective Services Worker **Department:** Health and Human Services

Reports to: Behavioral Health Services Manager **Pay Grade:** I (certified Social Worker) or
G (non-certified Social Worker)

Date: January 1, 2023

Hours Per Week: 40

PURPOSE OF POSITION

The Adult Protective Services Worker is responsible for providing Elder Abuse and Adult-at-Risk investigations and related reporting in order to maintain guardianship/protective placement programming. The Adult Protective Services Worker is responsible to receive, respond to and investigate reports of abuse, neglect, self-neglect and financial exploitation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Develop and maintain guardianship and protective placement services/programming, including recruiting volunteer guardians, representative payees, completing appropriate paperwork, related court processes, and conducting reviews according to Federal, State, or County requirements.
- Work in collaboration with the Richland County Corporation Counsel to maintain guardianships/protective placements/protective services.
- Complete annual protective placement reviews timely and related court work to include WATTS reviews.
- Adhere to legal structure for Elder Abuse and Adult-at-Risk in Wisconsin, to include State Statute 46.90.
- Investigate complaints of Elder Abuse and Neglect and Adult-at-Risk and be responsible for the related reporting. Arrange voluntary services, when possible. Refer to appropriate agencies, including law enforcement and the Court, as deemed necessary. Discuss available services and make referrals when appropriate.
- Insert documentation into State reporting systems and process electronic filing through the court systems.
- Prepare the Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) budget as directed by management and in coordination with the ADRC Manager, and track State Elder Abuse and Neglect funds.
- Participate in 24-hour emergency coverage rotation as directed.
- Assist with agency/community public relations and educational efforts about Elder Abuse and Neglect and Adult-at-Risk programming. Participate in various workgroups & committees as needed and coordinate with the RCCR/I-Team.
- Attend staff meetings and participate in training opportunities, as may be appropriate and assigned.

- Provide Elder Abuse and Neglect and Adult-at-Risk summaries of reports received to management staff annually. Follow all other policies and procedures.
- Other duties as may be assigned by the Richland County Board of Supervisors, Richland County Health and Human Services Board, and State rules and regulations.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Social Work or human service related field with State of Wisconsin Social Work certification or ability to obtain social work certification within two years of hire date.
- Two years of experience working with elders or persons with disabilities preferred.
- Previous experience in working with the frail elderly & developmentally and/or physically disabled individuals is required with two years of experience preferred.
- Experience with Chapter 54 and 55 of the Wisconsin Statutes (protective services for adults) preferred.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to read, analyze, and interpret a variety of documents including court orders, State statutes and policy manuals, service provider contracts, texts, papers and periodicals, Health & Human Services' agency documents/memos, treatment plans.
- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, client's guardians and family members, Corporation Counsel and other attorneys, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date