



## **Job Title: Adult Protective Services Worker**

**Department:** Health and Human Services

**Position Reports to:** ADRC Supervisor

**Pay Grade Level:** Carlson-Dettmann H

**FLSA Status:** Exempt

**Position Status:** Full Time

### **JOB ANALYSIS**

Responsibilities include facilitating guardianship/protective placements and conducting abuse/neglect investigations for individuals in all disability groups.

### **ESSENTIAL JOB FUNCTIONS**

- A. Complete comprehensive assessments to determine guardianship and protective placement.
- B. Complete annual reviews of protective placement.
- C. Recruit and train guardians related to responsibilities under Chapters 54 and 55 and assist with annual accounting.
- D. Complete all necessary petitions and reports for the court.
- E. Maintain ongoing relationships with the court system and attorneys, acting as a liaison for the department.
- F. Investigate adult-at-risk and elder abuse/neglect allegations within statutory time lines.
- G. Provide case management services for victims of abuse/neglect.
- H. Participate in elder abuse/neglect I-Team meeting scheduled by elder abuse/neglect coordinator.
- I. Complete and submit elder abuse report forms as required by the Department of Health and Family Services.
- J. Complete initial certification and renewals of Adult Family Homes for mental health target groups.
- K. Interface with other stakeholders for the benefit of clients.
- L. Implement legislative changes and update procedures as necessary.
- M. Maintain files and complete necessary reports.
- N. Interface with the Adult Services System and provide advocacy for adult clients as necessary.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Communicate orally and in writing effectively.
- E. Write documents and/or articles using original or innovative techniques or styles.
- F. Present information to management, small groups and individuals.
- G. Respond to inquiries, complaints or questions from a group or individual setting.
- H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- I. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- J. Interpret complex documents.
- K. Respond effectively to the most sensitive inquiries or complaints.
- L. Process information derived from numbers.
- M. Memorize and retain information over long and short periods of time.
- N. Apply attention to detail.
- O. Perform effectively under tight time frames and demanding schedules.
- P. Plan and monitor assigned activities.
- Q. Prioritize multiple tasks and meet scheduled deadlines.
- R. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- S. Work as team player in the absence of or with minimal supervision.
- T. Manage unexpected changes within job duties.
- U. Work independently and exercise sound professional judgment.
- V. Demonstrate knowledge of developmental disabilities, elderly, physically disabled and mentally ill adults and/or populations.

## **QUALIFICATIONS**

- A. Requires a Bachelor's degree from an accredited four-year college or university in the social work, human services or related field.
- B. Requires one-year of experience working with elderly, physically disabled, developmental disabilities or mentally ill adults.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.

## **ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. Adapt to rapid changes in environmental conditions.
- F. Interact with abusive and/or difficult individuals occasionally.
- G. Work in fast-paced high-pressure situations.
- H. May be exposed to body fluids and communicable diseases.

## **PHYSICAL DEMANDS**

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally in excess.

## **ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE 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 ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

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07/20/2017 Updated to Carlson-Dettmann Pay Scale