



Lafayette County Human Services  
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**Job Title:** Adult Protective Services Coordinator  
**Hours:** Regular Full-Time/40 hours per week; Monday-Friday  
**Pay Range:** \$25.77 – 27.24 per hour, based on experience; plus longevity, if applicable  
**Department:** Lafayette County Human Services  
**Reports to:** ADRC Manager  
**FLSA:** Non-Exempt  
**Position Purpose:** Provides adult protective services casework to aged and disabled adults or adults unable to protect their own interest. Initiates court action, prepares required court reports, and testifies in legal cases to advocate for at-risk adults. Coordinator will assist clients with financial and medical issues, along with provision of emergency mental health crisis services.

**Essential Position Responsibilities:**

- Application of laws and regulations related to Adult Protective Services (WI § 51, 54, 55, & 46).
- Investigate and assess referrals for possible abuse, neglect, or exploitation and evaluate need for removal of at-risk adults from home environment. Including but not limited to completing intake and assessment forms, and conducting interviews with family and victims; and, research and assess resources, finances, and living situations.
- Complete full report of findings and enter into Wisconsin Adult-at-Risk APS Data Reporting System (WRAPS).
- Design treatment plans to address and facilitate family involvement and available resources, establish management of funds, and coordinate client services and referrals.
- Provide crisis intervention and on-going counseling as needed to assist clients in decision making and problem resolution; provide family mediation; act as advocate for client.
- Coordinate client services and safety with other County departments and collateral professionals and agencies (i.e. law enforcement, medical and mental health personnel, and legal professionals).
- Initiate court action to establish guardianships and conservatorships; prepare initial and annual court reports; monitor guardianship clients to assure basic and personal needs are met. Complete annual reviews (WATTS) for persons subject to orders for protective placement.
- Prepare and present case information and documentation to the Courts, state review proceedings, and for communications with attorneys and/or other professionals; testify in court as an expert witness.
- Educate the public and community groups on program services.
- Facilitate and coordinate the Interdisciplinary Team where Lafayette County Human Services strives to improve practice and collaboration between a wide variety of professionals and disciplines, to identify and address gaps in service, and to increase community awareness.

- Perform other duties as appropriate or necessary for performance of the job.

**Essential Knowledge, Skills, and Abilities:**

- Mental health, personality disorders, and treatment practices.
- Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- Community resources and local, state, and federal programs for at-risk and disabled adults.
- Methods of personal funds budgeting and financial management.
- Communicate clearly and concisely, both verbally and in writing.
- Read and comprehend department and County rules, regulations, policies, and standard operating procedures.
- Maintain sensitive and confidential information.
- Organize material and present information clearly and concisely in verbal and written form.
- Read and analyze legal documents, psychological evaluations, medical reports, and related documents for information on clients' case and needs.
- Effectively respond to conflict situations and people in conflict.
- Accomplish the assigned workload in a timely manner and meet established performance standards and objectives.
- Act as a credible witness when testifying in court.
- Advanced techniques and theories in case management, counseling, and risk assessment including in-depth therapeutic approaches, affecting changes in behavior, dynamics of adult abuse and neglect, and diagnostic assessment methods.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

**Position Requirements:**

- Bachelor degree required. Graduation from an accredited college with a bachelor degree in social work or other related field of study.
- A minimum of one year of work-related experience preferred, preferably involved in association with a community-based social/human services program.
- It is preferred one possess or be eligible for a Wisconsin Social Work Certification (if not certified, process to be started within 18 months of employment and completed within three years of hire).
- Possess a valid driver's license.
- Position requires considerable ability to communicate effectively, both orally and in writing and ability to work cooperatively with other agencies in the provision of services. The candidate must have the ability to establish good rapport quickly and the ability to work effectively with a broad range of individuals. Must have excellent computer skills, including but not limited to use of database systems, G Suite, Microsoft Windows, Microsoft Office (Word, Outlook, Excel, etc.).
- Position requires flexible hours, including some evening work.
- Subject to County and Agency policies.
- Attend staff meetings and supervisory conferences.

- Attend and become involved in workshops, conferences, and in-service training.
- Provide public information on human services as requested.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**DISCLAIMER CLAUSE:**

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements. It is not intended to limit or modify the rights of any manager to assign, direct and control the work of employees under supervision. Lafayette County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper. Other duties may be assigned.