



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: ADRC Manager			
DEPARTMENT / SECTION: ADRC/Social Services		DATE REVIEWED: March 2024	
TITLE OF IMMEDIATE SUPERVISOR: Social Services Director		GRADE: N	
JOB SUMMARY: To direct and supervise the employees who are assigned to the Aging and Disability Resource Center Unit within the Iowa County Department of Social Services			
TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Responsible for the proper implementation and administration of all ADRC, Aging, and Adult Protective Services programs available through the Agency		
2	Plan, develop, administer and monitor unit programming. Responsible for overall unit management.		
3	Act as a liaison with state and regional staff on budget, program and fiscal matters.		
4	Develop, implement and monitor required unit plans including, but not limited to, a unit Marketing and Outreach Plan, 3 Year Aging Plan, and Resource Center Access and Quality Assurance Plan.		
5	Complete a needs assessment of the county's aging and disabled residents, through formal and informal processes, to ensure that such needs are addressed in agency services and other advocacy efforts.		
6	Work cooperatively with Public Health and other community partners to provide planning, promotion and implementation of prevention and early intervention activities for elderly citizens and persons with disabilities.		
7	Develop long range plans, as outlined by the State Bureau of Aging and Disability Resources, with Local Aging Board input, to identify aging unit goals, outcomes and measures and work with staff in identifying activities necessary to realize outcomes in designated program areas.		
8	Conduct screening decisions in the required timeframe on all Adult Protection and service intakes and assign social workers for screened in cases.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
10	Review and consult with the social workers regarding Adult Protection, Guardianship, and Elder Abuse and Neglect cases.		
11	Oversee case management of unit cases and agency services.		
12	Facilitate advisory committee meetings, attend and participate in Agency, ADRC Local and Regional Board, Health and Human Services Committee, County Board and State meetings as required.		
13	Monitor compliance with contracts, grants and all applicable federal and state laws and administrative rules.		
14	Develop and maintain positive and collaborative relationships with the general public, community and other agencies and as appropriate develop Memorandum of Understandings to define collaborative relationships and roles.		
15	Compile data for and write the unit's portion of the agency's Annual Report.		
16	Prepare County, Area Agency on Aging, State and Federal program reports.		
17	Assist in preparation of brochures and newsletters for community outreach.		
18	Prepare for and participate in Resource Center Annual Quality Site Review.		
19	Participate in Emergency Management disaster planning and preparation.		
20	Research and apply for grant opportunities to strengthen and enhance agency programs.		
21	Work with staff and the Business Manager to assure necessary formulas and processes are in place to claim reimbursement of allowable expenses.		
22	Responsible to provide after-hours and emergency on-call consultation when on-call staff need assistance .		
24	Provide direct services in emergency situations when necessitated by staff shortages.		
25	Participate in and assist the Director in the development of ADRC, Aging and Adult Protective Services programs' budgets and policies.		
26	Interpret Agency programs to the Board and the public.		
27	Represent the ADRC in the community through professional interactions by serving on various community committees, public speaking, presentations and participation in community advisory groups.		
28	Reports directly to the Director and may perform other related administrative duties as directed.		
29	Participate in training, as approved by the Director, to assist in the performance or the supervisory duties, to include, but not limited to: <ul style="list-style-type: none"> a. Required training related to changes in State Statutes, Administrative Rule, in State policies and procedures and any others that are deemed necessary to remain in compliance with all rules and regulations governing the provision of programs. b. Attendance at other workshops, seminars, etc., that promote the ability to improve and enhance current program administration. 		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
30	Regularly evaluate the training needs of the unit staff and assist in securing the training needed.		
31	Provide new staff with initial training to the Agency including initial orientation to the County and the Department.		
32	Regularly evaluate the programs provided to determine if changes are needed to effectively meet the needs of the clients.		
33	Attend regional meetings of Aging and Disability Resource Center staff to maintain awareness of changes in programs, laws, etc., to share information and ideas with other supervisors and to seek new ways to coordinate and improve County service delivery systems		
34	Participate in and initiate community groups for the purpose of improving the programs and community services available in the County.		
35	Meet with the Director on a regular basis to discuss the program needs of the County, the individual needs of the unit staff, program development, policy development and budget concerns.		
36	Responsible for assisting in the recruitment and hiring of staff.		
37	Responsible for the ongoing supervision of assigned staff including discipline, working assignments, work review and program compliance.		
38	<p>Schedule and hold regular staff meetings:</p> <ol style="list-style-type: none"> a. Provide staff with information needed to carry out their responsibilities. b. Discuss problems in the unit and work towards resolution of those problems. c. Discuss programs and ways to improve the services of the Department. d. Discuss case specifics and ways to handle problem cases in the best interest of all involved. 		
39	Annually review the job descriptions of the individually assigned staff members and update as appropriate.		
40	Annually, prepare a written evaluation of the individually assigned staff members. In some instances, it may be necessary to address issues with the worker on a more frequent basis.		
41	Must demonstrate regular dependable attendance		
42	Provides specific compliance and reporting information to the state, regional policy committee and other stakeholders.		
43	Address any grievances, unsatisfied consumers or hostile consumers. Listen to the consumer, investigate the situation, develop and implement a plan in order to remedy the situation.		
44	Develop and provide input as needed to the agency Facebook, and local agency website page.		
	<p><u>Demonstrated Experience and Skills Required.</u></p> <ul style="list-style-type: none"> • Access to transport self to required meetings or appointments that occur outside of the Aging and Disability Resource Center. 		

	<ul style="list-style-type: none"> • Ability to demonstrate knowledge of Federal, State and local regulations that apply to Aging and Disability Resource Centers. • Knowledge of supervisory principals. • Knowledge of appropriate safeguards for confidential information and ability to maintain confidentiality. • Ability and skill to function efficiently and accurately under pressure. • Ability to make decisions. • Ability to demonstrate proficiency working with personal computers, computer programs, typing and data entry. • Ability to work independently and well with others. <p>Ability to communicate effectively both orally and in writing.</p>		
	<p><u>Minimum Qualifications</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in Social Work or related field. • Minimum of three (3) years professional work experience in a Human Services or Social Services agency with at least one year or more working with the populations served by the ADRC, or an equivalent combination of training, education, and experience. • Must be certified as a Social Worker in the State of Wisconsin or possess the ability to be certified within two years of start date. 		
	<p><u>Conditions of Employment</u></p> <p>Working Environment:</p> <ul style="list-style-type: none"> • Typical working environment is primarily within a non-smoking temperature-controlled office. <p>Physical Requirements:</p> <ul style="list-style-type: none"> • Ability to operate standardized office equipment such as a computer terminal, calculator, photocopier, multi-line telephone, etc. • Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling. 		
<p>DATE: _____ EMPLOYEE SIGNATURE: _____</p> <p>DATE: _____ DEPARTMENT HEAD SIGNATURE: _____</p> <p>DATE: _____ COUNTY ADMINISTRATOR APPROVAL: _____</p>			



2026 MANAGEMENT AND NON-REPRESENTED BENEFIT SUMMARY

Wisconsin State Retirement (WRS)	14.4% (i.e. 2026 rate) of gross wages paid by Iowa County. Iowa County currently pays 50% of that contribution.
Health Insurance	<p>Wisconsin Public Employers' Group Health Insurance Program (ETF) – 2026 Plan – High Deductible Plan. (Deductible is \$1,700 – Single/\$3,400 –Family).</p> <p>Iowa County contributes to a Health Savings Plan (\$1,200 – Single/\$2,400 – Family annually).</p> <p>2026 Monthly Premium Rates (employee contributions):</p> <p><u>Medical Associates:</u> Single: \$52.80 Family: \$124.16</p> <p><u>Dean:</u> Single: \$278.38 Family: \$688.10</p> <p><u>State Maintenance Plan:</u> Single: \$182.14 Family: \$447.54</p> <p><u>GHC Dane Choice:</u> Single: \$0.00 Family: \$0.00</p> <p><u>Quartz Central:</u> Single: \$424.76 Family: \$1,054.06</p> <p><u>Quartz UW:</u> Single: \$22.10 Family: \$47.40</p> <p>*Premium contributions are pro-rated for part-time employees</p> <p>Employees may enroll in a different health plan provider than listed above.</p> <p>Coverage is effective 1st day of the month following thirty (30) days of employment.</p>
Dental Insurance	<p>Iowa County offers a Low and High Dental Plan with Delta Dental. County pays 100% of the Low single plan and 85% of the Low family Plan.</p> <p>2026 Monthly employee contributions: Low Single: \$0.00 High Single: \$24.29 Low Family: \$11.38 High Family: \$78.22</p> <p>*Premium contributions are pro-rated for part-time employees</p> <p>Coverage is effective 1st day of the month following thirty (30) days of employment.</p>
Life Insurance	Basic Plan Coverage is Employee paid, but Iowa County contributes 20% in addition to employee's Basic coverage premium. Additional coverage available.
Vision Insurance	Voluntary. Employees pay premiums, ranging from \$5.67/mo. (Employee Only) to \$14.94/mo. (Employee+Family)
Disability Insurance	Voluntary Short and Long Term disability plans. Monthly premium is 100% Employee paid
Health Savings Account (HSA)	The County will contribute to employees who are enrolled in a High Deductible Health Insurance Plan. Iowa County's contributions towards an HSA is \$1,200 -Single Plan and \$2,400 – Family Plan. The County's contributions will be divided equally each quarter.

	<p>Maximum annual HSA contribution limits: \$4,400 Self Only coverage and \$8,750 Family Coverage.</p> <p>Employees can elect to contribute in addition to the County's contributions.</p>														
Limited Purpose Flex Spending Plan (FSA) and Dependent Care	<p>Voluntary. Employees may place qualified unreimbursed dental and vision and/or qualified dependent care expenses in a pre-tax spending account. Limited Purpose FSA maximum contribution level is up to \$3,400 per plan year. Dependent Care maximum contribution level if married filing jointly or single is up to \$7,500 per plan year and if married filing separately is up to \$3,750 per plan year.</p> <p>Iowa County will pay a \$3 annual enrollment fee and \$3.75 monthly administrative fee for non-represented employees who elect an annual minimum of \$628.</p>														
Section 125 Premium Only	Employees Health, Dental and Vision Insurance premiums are deducted pre-tax.														
Deferred Compensation	Optional benefit for employees to defer income tax on some of their earnings.														
Long Term Care Insurance	Voluntary. Employees pay premiums for their own or family members' future long term care needs, such as assisted living, adult day care, in-home care or institutional care.														
Employee Assistance Plan	Confidential consultation provided at no cost to employees.														
Managed Time Off (MTO)	<p>MTO Plan replaces paid time that covered vacation pay, sick pay, bereavement pay and personal holiday pay plans.</p> <table border="1" data-bbox="418 976 945 1381"> <thead> <tr> <th>Accrual Period</th> <th>Maximum Annual Accrual for Employees Working 40 Hours per week</th> </tr> </thead> <tbody> <tr> <td>0-1.99 year</td> <td>136 hours</td> </tr> <tr> <td>2-5 years</td> <td>176 hours</td> </tr> <tr> <td>6-10 years</td> <td>208 hours</td> </tr> <tr> <td>11-15 years</td> <td>248 hours</td> </tr> <tr> <td>16-20 years</td> <td>288 hours</td> </tr> <tr> <td>21 or more years</td> <td>312 hours</td> </tr> </tbody> </table>	Accrual Period	Maximum Annual Accrual for Employees Working 40 Hours per week	0-1.99 year	136 hours	2-5 years	176 hours	6-10 years	208 hours	11-15 years	248 hours	16-20 years	288 hours	21 or more years	312 hours
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Holidays	<p>9 holidays:</p> <ul style="list-style-type: none"> • New Year's Day • Good Friday • Memorial Day • Independence Day • Labor Day • Thanksgiving • Day After Thanksgiving • Christmas Eve • Christmas Day 														