



Winnebago County

*The Wave of the Future*

**JOB POSTING  
(TWO POSITIONS)**

**POSITION TITLE:** ADRC Specialist  
**LOCATION:** Human Services-Neenah  
**HIRING RANGE:** \$27.82 - \$30.67/Hr.  
**STATUS:** Full time  
**HOURS PER WEEK:** 37.5  
**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE: Recruitment will be ongoing**

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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**WINNEBAGO COUNTY  
POSITION DESCRIPTION**

*September 2017*

**POSITION TITLE:** ADRC Specialist  
**DEPARTMENT:** Human Services – Long Term Support  
**PAY BASIS:** Hourly

**PURPOSE AND SUMMARY:**

Provides elderly or disabled adults and other people with information and assistance regarding community resources. Informs and educates people about their Long Term Care options. Assesses, processes and enrolls eligible consumers in Wisconsin Medical Assistance long term care, Family Care, and Include, Respect, I Self-Direct (IRIS) programs. Provides short-term case management.

**ESSENTIAL FUNCTIONS:**

1. Collaboratively assesses the needs, strengths, preferences, goals and desired outcomes of consumers and families.

2. Provides information and assistance to help consumers, family members and relevant others make informed decisions regarding available private and public long-term living services and supports.
3. Helps consumers access community resources and natural supports.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Conducts initial consumer-needs screenings using the standard on-line functional screening tool.
2. Provides long term care options counseling and enrollment counseling to consumers.
3. Refers consumers and family members to appropriate services, assists with applications, and provides follow-up.
4. Documents case-management activities in compliance with division standards.
5. Gives occasional public talks to educate groups, committees, agencies and news media about the ADRC and its services.
6. Maintains current information about long-term living resources that are available to community members.
7. Partners with people and organizations whose resources are useful to Long Term Support Division consumers.
8. Prepares functional screens, case notes, and other written documentation according to federal, state and department standards.
9. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Program Supervisor – ADRC.
2. Works with internal and external employees of Adult Protective Services, Behavioral Health, Family Support, Economic Support, managed care organizations, hospital discharge planners, nursing homes, assisted living facilities and home health agencies.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's or master's degree in Social Work preferred. A candidate with a bachelor's degree in a related human services field and at least two years' varied experience working with target groups served by the ADRC will be considered, as will a current LPN or RN with a bachelor's degree and at least one year of supervised target-group experience.
2. Certification by the Alliance of Information and Referral Systems (AIRS) within one year of hire.
3. Certification within one year of hire by the County Department of Human Services to administer the Wisconsin Long Term Functional Screen.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Considerable knowledge of Wisconsin Adult Protective Service laws including Chapters 46, 54 and 55, and advanced directive laws including Chapters 154, 155 and 243.
2. Computer skills including Microsoft Office and the Wisconsin Incident Tracking System (WITS) and the ability to learn and use software.
3. Demonstrated ability to skillfully plan and organize documentation and fieldwork with minimal supervision, and awareness of when to use supervisory consultation.
4. Ability to use conflict resolution and problem solving techniques.
5. Thorough knowledge of human behavior, case management and community organization principles and methods.
6. Working knowledge and understanding of Trauma Informed Care.

7. Ability to read, write and accurately complete administrative and direct service-related documentation timely.
8. Ability to adjust and cope with a constant referral demand, efficiently prioritizing responsibilities and needs to ensure service delivery.
9. Ability to actively listen and communicate effectively and professionally.
10. Ability to work cooperatively with a variety of people and in a variety of settings.
11. Ability to consistently complete required ADRC activity reporting, 100% time reporting, and other documentation.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier and scanner. Ability to use a telephone and computer for extended periods.
4. Ability to climb stairs in private homes to assess consumers and provide services.
5. Ability to travel to other County departments and locations.