



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: **APS Specialist**

LOCATION: Human Services

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](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

POSITION TITLE: **APS Specialist**

DEPARTMENT: Human Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides Adult Protective Services, including Emergency Protective Placements, guardianships of person and/or estate, elder and adult at-risk intervention, and reporting.

ESSENTIAL FUNCTIONS:

1. Evaluates and responds to emergencies and crisis situations. Provides or arranges for APS services such as emergency protective placements, guardianships, elder and adult at-risk assessments, intervention and reporting.
2. Responds to referrals for assistance from law enforcement personnel and others, including self-referrals for people identified as in crisis or in need of protective services. Establishes an appropriate initial support plan with each consumer.
3. Performs legal functions necessary to initiate Chapter 54 and 55 actions, including assessing individuals, assisting family members in preparing and filing documents with

the Corporation Counsel's office, and coordinating court hearings. Assists other Human Services employees regarding Chapter 54 and 55 matters as needed.

ADDITIONAL ESSENTIAL DUTIES:

1. Assists the other Adult Protective Services and Aging and Disability Resource Center specialists when necessary, including gathering collateral information, linking consumers to a Human Services resource, or referring them to a private provider or other appropriate community resource. Provides support needed to help consumers make informed decisions.
2. Assists in admissions to and discharges from short term/crisis stabilization beds as required.
3. Coordinates transportation for consumers to and from court and care/treatment facilities as needed.
4. Completes Chapter 55 Annual Protective Placement Reviews for court protectively placed persons in target groups in and outside of Winnebago County. This includes meeting with protectively placed persons, guardians and care providers to review care, treatment, appropriateness of placement and need for changes in services, guardianship or placement, and documenting recommendations to the court.
5. Maintains accurate detailed records of contacts and distributes them to the appropriate employees to ensure continuity of care.
6. Functions as an interim case manager for new consumers while their overall service/treatment plan is being developed when necessary.
7. Gives occasional public talks to educate groups, committees and agencies about the ADRC and its services.
8. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Program Supervisor – ADRC.
2. Works with Behavioral Health Division team and other Long Term Support teams, Corporation Counsel's office, District Attorney's office, probate staff and the Circuit Court system.

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 health or human services field and at least two years' varied experience working with target groups served by the APS team will be considered.
2. Relevant Adult Protective Services work experience required. At least one year of training and additional experience in working with target populations (mentally ill, developmentally disabled, physically disabled, AODA and older adults) is preferred.
3. Considerable knowledge of Wisconsin Adult Protective Service laws including Chapters 46, 54 and 55, and advanced directive laws including Chapters 154, 155 and 243.
4. Comprehensive knowledge of community resources.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to intervene effectively and appropriately in involuntary Adult Protective Services situations, including emergencies.
2. Ability to evaluate consumer situations and implement appropriate intervention plans.
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 establish and maintain effective working relationships with agency staff and community resources.
5. Strong written and verbal communication skills and active listening skills.

6. Computer skills including Microsoft Office and the Wisconsin Incident Tracking System (WITS), and ability to learn and use software.
7. Ability to work effectively with judges, attorneys and others in the legal system.
8. Ability to read, write and accurately complete administrative and direct service-related documentation timely.
9. Thorough knowledge of human behavior, case management and community organization principles and methods.
10. Ability to use conflict resolution and problem solving techniques.
11. Ability to adjust to and cope with a constant referral demand, efficiently prioritizing responsibilities and needs to ensure service delivery.
12. Demonstrated ability to meet strict monthly deadlines to ensure that Adult Protective Placement Review reports are submitted timely to the Probate Office.
13. Ability to provide accurate and complete court petitions, case notes and other written documentation as required and in accordance with state, federal and department standards and schedules.
14. Ability to mobilize appropriate resources efficiently and effectively.
15. Working knowledge and understanding of Trauma Informed Care.
16. 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 climb stairs in private homes to assess consumers and provide services.
4. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
5. Ability to travel to other County departments and locations.