Lafayette County Job Description

Position Classification: ADRC Manager

Department: Human Services

Reports to: Director of Human Services

Supervises: Adult Protective Services
           Aging Unit
           Aging and Disability Resource Center

Position Purpose: This position requires personnel, technical and programmatic supervision for overall administration and management of the Aging Unit and the Aging and Disability Resource Center.

Essential Position Requirements:
1. Plan, organize, direct, and coordinate the work of the staff members in the Aging Unit and the Aging and Disability Resource Center.
2. Knowledge and interpretation of all federal regulations and state requirements for the programs provided by the Aging Unit and the Aging and Disability Resource Center including but not limited to, Wisconsin Chapter 46 and 55 (as it may relate to Adult at Risk, Elder Adult at Risk, and Adult Protective Services), the scope of services for the contract between the Wisconsin Department of Health and the ADRC in Lafayette County, The Older Americans Act, Wisconsin Elders Act, and the County Elderly and Disabled Transportation Assistance program (WI ss. 85.21).
3. Perform as the Aging Unit Director devoted to aging services planning and administration.
4. Knowledge of internal administration, involving organizations, delegation of responsibility, fiscal management, budgeting, and coordination of functions.
5. Ability to learn techniques and acquire skill in evaluating employee performance.
6. Review agency manuals, internal work rules, and standard office procedures with assigned staff members.
7. Provide technical assistance/consultation to assigned staff.
8. Make recommendations for disciplinary actions to the Human Services Director for staff who fails to meet the minimum standard of performance.
9. Plan for the development of needed services, including funding and personnel recommendations.
10. Evaluate existing services and recommends changes to improve service delivery.
11. Recommend and monitor policies and procedures for internal administration of activities.
12. Cooperate in the development, monitoring, and evaluation of programs.
13. Maintain good community public relations and interprets agency programs to the community.
14. Monitor programs for the purpose of compliance with appropriate county, state, and federal rules and regulations including but not limited to, Wisconsin Chapter 46 and 55 (as it may relate to Adult at Risk, Elder Adult at Risk, and Adult Protective Services), the scope of services for the contract between the Wisconsin Department of Health and the ADRC in Lafayette County, The Older Americans Act, Wisconsin Elders Act, and the County Elderly and Disabled Transportation Assistance program (WI ss. 85.21).
15. Prepare and maintain program reports and records as are necessary and requested by, but not limited to, the Commission on Aging Advisory Board, Human Services Board, ADRC of Southwest Wisconsin Regional Governing Board, and/or GWAAR.
16. Educate the county on the interests and needs of the citizens of the County.
17. Participate in the formulation of training, work assignments, and performance reviews of assigned units.
18. Develop the county Aging Plan, which is a comprehensive outline of the activities and programs of the Aging Unit.
19. Perform coordination of the various programs with contracted agencies.
20. Participate in meetings and training opportunities, as well as combined activities involving the North and South ADRC regions, and Aging programs.
21. Participate in regional and cross-region Functional Teams to address program and quality issues.
22. Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

**Position Minimum Requirements:**
A Bachelor of Arts or Science degree, preferably in a health or human services related field, and the equivalent of at least one year of full-time experience in a health or human service field, working with one or more of the client populations served by the Aging and Disability Resource Center (elderly or adults with physical or developmental/intellectual disabilities).

Qualifying work experience may be paid or unpaid and may include internships, field placements and volunteer work.

**Physical Requirements:**
Work in normally performed from a sedentary position; must have ability to function primarily in normal office setting.

**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. Lafayette 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

___________________________________          ________________
Employee’s Signature                      Date

___________________________________          ________________
Supervisor’s Signature                    Date