Position: Adult Protective Services-Social Worker
Department: Social Services

Status: Full Time
Manager: Helga Low

Position Classification: Social Services
Schedule: Monday – Friday
Hours: 40 hours
Posting Expiration: June 6, 2016

Salary Range: $21.57 per hour
FLSA Status: Non-Exempt

Position Summary: Within the parameters of federal, state, county and agency guidelines, procedures and laws, performs social work activities for Adult Protective Services. All duties are performed under the guidance and direction of the Social Services Director and Social Worker Supervisor.

Major Areas of Accountability:
1. Determines eligibility for services for agency long-term care programs including Community Options, Community Integration, Supportive Home Care, Personal Care and all other appropriate services.
2. Responds to after-hour adult-at-risk crisis calls with law enforcement and other community agencies.
3. Conducts State of Wisconsin Chapter 55 protective placement and Chapter 54/880 guardianship investigations. Prepares appropriate documentation and court reports. Testifies in court as needed and appropriate.
4. Conducts elder at risk and adult at risk investigations and prepares all appropriate court reports and documentation. Testifies in court as needed and appropriate.
5. Maintains case records to include pertinent, current, accurate information and correspondence, reports and other required documents.
6. Develops appropriate case plans with follow-up and revisions as needed.
7. Works with the 51.42 Board/Human Service Center, Public Health, the Commission on Aging, law enforcement and other appropriate agencies to assure services are provided that are in the best interest of the client and the community.
8. With the Director's approval, participates in meetings and on committees appropriate to Adult Protective Services issues. Provides training and education to other agencies and the general public on Adult Protective Services issues. Performs assigned intake duties.
9. Consults with supervision on cases, including case status.
10. Assists with emergency planning activities, such as registration, relocation and shelter for persons subject to disasters. Participates in on-call for emergencies as advised by the Emergency Management Department.

Knowledge, Skills and Abilities:
- Accredited school of social work or educational program as approved by the State of Wisconsin Social Work Licensure law. Valid WI Driver’s license and adequate auto insurance.
- Current State of Wisconsin Social Work license or acquire the license within the six month probationary period.
- Ability to work with the public in a friendly, helpful, courteous and cooperative manner.
- Ability to represent the agency to the public in a non-judgmental and non-detrimental manner.
- Ability to work with people from diverse backgrounds with understanding and respect.
- Ability to maintain agency and client confidentiality at all times.


Interested applicants may request a packet containing information on community demographics, assets, lifestyle resources and discounted lodging packages by contacting us at vilasdss@co.vilas.wi.us
Please complete an employment application at www.co.vilas.wi.us and attach your resume; send by June 6, 2016 Vilas County Human Resources; 330 Court Street, Eagle River, Wisconsin 54521; or email to: krduen@co.vilas.wi.us; fax: 715-479-3799.

Successful candidates must pass a drug screen, background check, and other potential pre-employment requirements.

This posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER