

Morgan County VACANCY ANNOUNCEMENT

POSITION: SENIOR CASE AIDE – ADULT PROTECTION
Part time – 20 hours per week (.5 fte)
Projected work schedule - 10 am to 2 pm

DEPARTMENT: HUMAN SERVICES

Application Requirements:

Please submit **FULLY COMPLETED** application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

FORT MORGAN WORKFORCE CENTER
426 Ensign St
Fort Morgan, CO 80701

SALARY: \$1,104 per month and up depending on qualifications.

VACANCY CLOSING DATE: UNTIL FILLED

APPROXIMATE STARTING DATE: ASAP

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Case Service Aide (Senior Level)

GRADE: 4

DEPARTMENT: Human Services

DIVISION: P & A SS

EXEMPT/NON-EXEMPT: Non-exempt

DATE: January 2018

GENERAL STATEMENT OF DUTIES:

Provides assessments and supportive services to clients involved in Adult Protection. This position is a supplement to the case worker's responsibility to the clients. The case aide may provide referral to community resources for adults or families, assist at risk adults with management of personal finances, and provide supportive services to caseworkers in a variety of ways. This position requires some ability to work independently, within the parameters and protocols of the Department and to manage time in a flexible and functional manner.

SUPERVISION RECEIVED:

Receives direct supervision from a manager in the Services Division.

SUPERVISION EXERCISED:

No supervisory requirements.

ESSENTIAL JOB FUNCTIONS: ADULT PROTECTION SCREENER

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Receives referrals for adult protective services and prepares appropriate information into the Colorado Adult Protection Services data base (CAPS).
- ◆ Makes follow-up phone calls to get additional information on referrals from other community agencies that may be involved.
- ◆ Participates as a team member with the RED (Review, Evaluate, Determine) Team process.
- ◆ Prepares weekly expenditure sheets for adult clients for who the Department serves as representative payee.
- ◆ Prepares written minutes of Adult Protection Team meetings, prepares agendas for APT meetings and sends notices/reminders to APT members.
- ◆ Maintains up-to-date community resources files for the Adult Protection Services, including forms for family members who want to seek guardianship or conservatorship for their loved one and materials for APS workers' speaking engagements.
- ◆ Assists with filing and sorting casework documents into files and folders or scanning and downloading/uploading documents into client electronic records.
- ◆ Assists caseworkers with transporting clients to medical, mental health, or other appointments as needed, if no other transportation services are available.
- ◆ Makes referrals to law enforcement as mandated reporter for clients who are encountering abuse and neglect by others, including financial exploitation.

- ◆ Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to communicate clearly and courteously when taking telephone referrals.
- ◆ Basic computer literacy and keyboarding skills.
- ◆ Ability to work cooperatively with relevant professional and community based organizations, private sector businesses and others.
- ◆ Teamwork skills with particular emphasis on facilitation/coordination and collaborative results.
- ◆ Capacity to maintain confidentiality of information and records and share information only with those who have a need to know in the investigation process or as authorized by the client's signed release of information form.
- ◆ Appropriate social and interpersonal skills which result in the facilitation and enhancement of human services in a non-judgmental and caring manner that is respectful of client's rights to be self-determined individuals.
- ◆ Interpersonal skills which result in the facilitation and enhancement of client services.
- ◆ Knowledge of community service resources, activities and purpose.
- ◆ Ability to be considerate and respectful of individual and family culture in regard to diverse community groups and individuals.
- ◆ Knowledge of basic Colorado law governing protection of children and adults.
- ◆ Complete CAPS training for screeners and mandatory reporting training within 60 days of hire.
- ◆ Complete 20 hours of training per year as provided by the Adult Protection Services Division.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.

EDUCATION:

High School diploma or GED equivalent. Associates degree or post-secondary education/training emphasizing social/behavioral sciences, preferred.

EXPERIENCE:

Experience with working with families is required. Administrative experience in an environment delivering programs and services or internship experience in social services setting is a plus.

COMPLEXITY/RESPONSIBILITY:

Work is characterized by exposure to difficult, sensitive, delicate situations which may involve a variety of unfavorable circumstances.

SCOPE OF INTERPERSONAL CONTACTS:

Incumbent may be placed in a position of representing the County on matters of importance; contacts require the ability to extend a high degree of interpersonal skills.

WORK ENVIRONMENT:

Work is performed in a standard office environment approximately 60% of the time. Travel outside the office to attend meetings and make site visits increases exposure to adverse circumstances. Incumbent may on occasion transport children.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- **VISION** - Constantly exercises full scope of visual capacity in order to operate automated office equipment.
- **HEARING** - Constantly involved in auditory and verbal interaction both interpersonally and through communication devices.
- **LIFTING** - Occasionally lifts, carries, pushes or pulls objects weighing up to 40 lbs. in order to fulfill day-to-day requirements.
- **MOBILITY** – Spends 20% of the time sitting, 50% standing, and 30% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, and crouches while performing duties.
- **DEXTERITY** - Use of eye, hand and finger coordination in order to operate office machinery.
- **COMMUNICATIONS** - Individual must be able to clearly understand the English language and be understood while speaking the English language. Multilingual skills including Spanish are an asset.
- **DRIVING** - Must be able to operate a motor vehicle. Must have current Colorado driver's license, current vehicle insurance and a driving record without serious violations. Must appropriately utilize child restraints in order to safely transport children.

Constantly: Activity exists 2/3 or more of the time
Frequently: Activity exists between 1/3 and 2/3 of the time
Occasionally: Activity exists less than 1/3 of the time.

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Employee Signature:	Date:
Human Resources:	Date: