

Morgan County VACANCY ANNOUNCEMENT

POSITION: MANAGER, ADULT PROTECTION/RESOURCE UNIT

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 Work Force Center
426 Ensign St
Fort Morgan, CO 80701

SALARY: \$4157 to \$4322 per month depending on experience and education
Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

VACANCY CLOSING DATE: **Until filled**

APPROXIMATE STARTING DATE: **May 15, 2017**

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: Manager, Adult Protection/Resource Unit

GRADE: 13

DEPARTMENT: Human Services

DIVISION: Services

EXEMPT/NON-EXEMPT: Exempt

DATE: March 2017

GENERAL STATEMENT OF DUTIES:

Supervise, plan, organize and manage programs and staff associated with Adult Protection, Foster and Kinship Care, Child Visitation and Parent Education.

This position is distinguished by accountability and responsibility for programs and procedures that provide Adult Protection Services, that guide the licensing and delivery of foster care for children and that provide adjunct child protection case aide services.

Coordinates program effectiveness by monitoring regulatory compliance, achievement of programmatic goals and objectives, resource utilization and cost management, good practice, and application of County and State policies.

This position requires to be certified in SAFE Studies and staying current with all SAFE Study Requirements. Coordinates Kinship SAFE Studies assignments.

Participates on the Adult Protection Team for our County. Assists with planning and facilitating events for recruitment, training and supporting local foster parents. Provides supervisory coverage for the After- Hours Adult and Child Protection services on a rotation basis.

Participates in developing the legal and professional protocols necessary to implement and deliver programs and procedures in compliance with federal, state and local statues and regulations.

Represents the County at the state and local levels, as well as through participation on councils, committees, task forces, and in other capacities, upon request of the Director.

SUPERVISION RECEIVED:

This position receives direct supervision from the Director of the Department of Human Services.

SUPERVISION EXERCISED:

This position directly supervises the Foster Care Coordinator Caseworker, two Adult Protection Caseworkers and three Case Aides providing adjunct Child Welfare Services and Adult Protection Services for the County. Supervise contract workers who do SAFE studies for Kinship providers. Supervise the IV-E Waiver Kinship support program and staff for Parent/Child visitation and parent education. Supervise the After Hours Child Welfare workers on a rotation bases with other Child Welfare Managers.

ESSENTIAL JOB FUNCTIONS:

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.

- ◆ Supervises and monitors the provision of family and individual assessments, counseling and therapeutic assistance, and a full spectrum of legal activities according to statues, rules and regulations and good practice.
- ◆ Develops short and long range plans, anticipates staffing and internal/external resources in accordance with program and procedural needs, and provides direction for technical staff through meetings, training and educational programs, performance evaluations, salary reviews and related management processes.

- ◆ Reviews, approves and monitors program compliance in accordance with programmatic goals and objectives, regulations and County policies.
- ◆ Leads the implementation of new program components which may emanate from Federal, State or Local government and/or other public/private entity requirements.
- ◆ Collaborate with other adult service units in the Department to identify available services for at-risk adults. Discuss shared client issues and concerns and develop ways to resolve or eliminate obstacles that prevent clients from receiving benefits or services. Determine most effective and efficient way to improve and expedite delivery of benefits or services without duplication of effort or gaps in communication.
- ◆ Develops front office budget recommendations, completes and conducts employee performance evaluations, manages employee performance issues, makes hiring recommendations and recommends salary adjustments.
- ◆ Monitors processes and procedures for (investigation, client placement and/or family intervention, legal/court requirements and case staffing) to ensure the protection of the client, timeliness and resource effectiveness and ongoing applicability.
- ◆ Assists in providing staff support and technical assistance for the division, department, the Board of County Commissioners and other relevant councils, committees and groups.
- ◆ Maintains working relationships with state agencies, officials of the court, lawyers and other judicially aligned representatives, and community professionals providing services associated with the well-being of all family members assigned to and within a given case.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.
- ◆ Performs other duties as assigned.

ESSENTIAL JOB SKILLS:

- ◆ Ability to work cooperatively with relevant professional and community-based organizations; Federal, State, County and municipal agencies; private sector business and non-profit institutions.
- ◆ Ability to perform analysis relative to public policy, social service systems and program evaluation.
- ◆ Managerial and leadership skills with particular emphasis on problem-solving and program delivery.
- ◆ Ability to identify, anticipate and respond to emerging economic and social trends relative to the community.
- ◆ Public relations skills which result in the facilitation and enhancement of private/public sector collaboration.
- ◆ Ability to make effective presentations to a variety of audiences.

KNOWLEDGE/SKILLS/ABILITIES:

- ◆ Ability to calm/de-escalate potentially threatening or harmful behavior and/or situations.
- ◆ Ability to engage in conceptual thinking and creative problem-solving.
- ◆ Knowledge of community service resources, activities and purpose.
- ◆ Skill in developing effective working relations with internal service components and diverse community groups.
- ◆ Ability to supervise and direct the work of employees and volunteers.
- ◆ Thorough knowledge of applicable laws, regulations and court procedures.
- ◆ Knowledge of current technology, and the ability to apply automated concepts and utilize the technology.

EDUCATION:

Master's Degree in social or behavioral science, M.S.W., or public administration with emphasis in human service related disciplines.

OR

Bachelor's Degree in social or behavioral sciences, and a combination of relevant education and managerial experience in a position that would satisfy the equivalent of two years experience for each year of graduate education.

EXPERIENCE:

Three (3) years of management and administration experience in the human service field including short/long term planning and program implementation, budget development, and personnel supervision. Preferably, responsibility for the management and/or delivery of programs involving protective or at risk situations.

COMPLEXITY/RESPONSIBILITY:

Work is characterized by a variety of complex interactions between program participants and the mandated or legal requirements for determining eligibility and utilization, establishing foster care for children and youth, and providing assistance for senior citizens and/or disabled individuals. This requires regular attendance with the inter-agency Adult Protection Team and the state\county Foster Care Coordinator meetings.

SCOPE OF INTERPERSONAL CONTACTS:

Incumbent represents the County on matters of importance to the entire series of adult protection related programs; contacts require the ability to extend a high degree of interpersonal skills.

WORK ENVIRONMENT:

Work is generally performed in a standard office environment with occasional travel outside the office to attend meetings, make site visits, conduct investigations, and appear at legal proceedings.

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 35 lbs. in order to fulfill day-to-day requirements.
- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls and crouches while performing manual office 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: