

## **Aging and Disability Resource Center Coordinator Waukesha County**

Waukesha County's Department of Health and Human Services, Aging and Disability Resource Center division is seeking a talented professional to serve as ADRC Coordinator. The ADRC of Waukesha County is an integrated ADRC which includes Resource Center Services, Aging Services, Specialized Transportation and Adult Protective Services.

This newly created position will oversee daily operations and assist in planning, developing, coordinating, and implementing programs, policies and procedures for Aging Services, Transportation and Adult Protective Services in the ADRC. The ADRC Coordinator position will begin in January 2023 and will report to the ADRC Manager.

- This position will oversee the Aging Services, Nutrition, Transportation and Adult Protective Services program areas with 3 supervisor direct reports and 36 indirect reports.
- Assist in development and implementation of Waukesha County Aging Plan.
- Assure compliance with various funding sources, reporting requirements and responsible for quality assurance and data analysis.
- Under direction, to assist in supervising the provision of services and programs; to assist in integrating and managing purchased services for Aging Services and Adult Protective Services; and to perform other duties as required.
- Assists in the evaluation and review of program operations for compliance with federal, state, and local laws, regulations, and codes and makes recommendations for revision when necessary.

Candidate must have excellent communication, organizational, analytical, problem solving and interpersonal skills.

### **Minimum Requirements:**

- Graduation from a recognized college or university with a bachelor's degree in sociology, social work, psychology, business, healthcare, or public administration, or a closely related field.
- Four (4) years of responsible professional work experience in a human service agency. One year of which was in a supervisory capacity. Three years supervisory experience preferred.
- A master's degree from a recognized college or university in business, healthcare, or public administration, social work, sociology, psychology, nursing or a closely related field may be substituted for one year of the required work experience.
- Knowledge and experience with Older Americans Act programs and Adult Protective Services preferred.

### **Supplemental Information:**

Waukesha County, the third largest county in the state of Wisconsin has a population of over 400,000 and is located in Southeastern Wisconsin directly west of Milwaukee County. Waukesha County prides itself in operating in a business-like manner and is recognized as a leader in providing quality services and programs. With our vision of "Leading the Way", we value teamwork and collaboration, ethics and diversity, communication, efficiency and cost savings, innovation, and the well-being of our staff and the citizens we serve. Employees are provided professional development opportunities and encouragement to learn and practice continuous improvement and Lean principles.

**For complete position details, please see our website: [www.waukeshacounty.gov/employment](http://www.waukeshacounty.gov/employment).**

**Salary Range: \$86,923 – 125,153 annually plus excellent benefit package.**

**To Apply:** Please attach a cover letter and resume to completed application at:  
[www.waukeshacounty.gov/employment](http://www.waukeshacounty.gov/employment)