



Waukesha County

Senior ADRC Specialist (may underfill as ADRC Specialist)

SALARY	\$28.58 Hourly	LOCATION	Waukesha, WI
JOB TYPE	Full-time	JOB NUMBER	SrADRC Spec 11/4/24
DEPARTMENT	Health & Human Services Department	OPENING DATE	11/04/2024

Description

Waukesha County is recruiting for a full time Senior ADRC Specialist in the Aging and Disability Resource Center (ADRC). Under Supervision, this position will specifically work to deliver Resource Center Program services to older adults, adults with disabilities and their caregivers. This position will provide information and assistance to all individuals contacting the call center, assess for consumer needs and goals, provide resources and support to consumers, and when appropriate assess eligibility and enroll if eligible for the Wisconsin Adult Long Term Care Programs.

Waukesha County offers a comprehensive compensation and benefits package including excellent health/dental/vision, life insurance, generous paid time off (vacation, 10 holidays, 3 floating holidays, ample accrued sick time that rolls over each year), an exceptional pension plan with employer match and lifetime retirement payment plus an optional tax advantaged 457 retirement savings plan. Amongst many other benefits, employees are recognized and valued through a pay for performance system. Successful candidates will be eligible for performance-based merit increases and non-base performance awards. Employee well-being is promoted through a balanced work-life culture and through an exceptional employee wellness program that offers a variety of programs and tools to help promote an employee's wellness and health, including an on-site health & wellness clinic.

Prior to hiring, the successful candidate will be subject to work/education/certification reference(s) verification, a criminal background and driver's license check.

Example of Duties

1. Receives referrals of clients with developmental disabilities, mental health concerns, physical disabilities, and the elderly and conducts assessment addressing physical, medical, personal, emotional, vocational, social and psychological needs.
2. Informs clients of available programs and services to meet their individual needs, and encourages participation in the most appropriate activities.
3. Provides community education on available resources and services for the elderly and for individuals with developmental disabilities, mental health issues, and physical disabilities.
4. Intervenes in emergency situations providing expertise for crisis intervention to families.
5. Conducts assessments at consumer's home or off-site location.
6. Provides short-term care coordination and maintains case records in compliance with agency, state, and federal standards.
7. Participates in staff meetings, multidisciplinary team's conferences, and contract service consultations for development and coordination of service plans.
8. Prepares detailed documentation and may testify in court in evidentiary hearings, contested cases, and annual court reviews.
9. Ensures the proper administration of required documentation for federal and state funding sources.
10. Establishes and maintains effective working relationships with clients, families, multi-disciplinary staff, caregivers, service providers, volunteers, community agencies and the public.
11. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
12. Participates in program development, marketing, and outreach activities.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the federal, state, and local rules, regulations, and statutes governing the delivery of human services.

2. Considerable knowledge of human behavior, dynamics of groups and families, interpersonal relations, and social interaction.
3. Considerable knowledge of community resources and services as they pertain to developmental disabilities, mental health, physical disabilities, and the elderly.
4. Considerable knowledge of social problems, such as family disorganization, domestic violence, abuse and neglect, discrimination, disability, poverty, unemployment, aging, and their effect on the individual.
5. Working knowledge of behavior management principles, practices, methods and techniques.
6. Working knowledge of the cognitive, emotional, and physical needs of persons being served.
7. Working knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
8. Working knowledge of electronic health record software, computerized department program software, Internet access, and database, spreadsheet and word processing programs.
9. Ability to respond appropriately in a crisis situation.
10. Ability to develop and maintain effective working relationships with clients, families, multi-disciplinary staff, caregivers, service providers, volunteers, community agencies, and the public.
11. Ability to participate in multi-disciplinary decision making and services coordination.
12. Ability to plan and organize work effectively.
13. Ability to interpret and explain programs and services available to clients and their families.
14. Ability to communicate effectively both orally and in writing.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Minimum Qualifications

Senior ADRC Specialist Minimum Training and Experience Requirements:

1. A bachelor's degree from a recognized college or university in sociology, social work, psychology, nursing, or a closely related field.
2. Two years of responsible work experience in social work, counseling, nursing, or a closely related field; one year of experience must include working with at least one of the target populations (frail elder, physical disability, or intellectual/development disability).
3. A master's degree in social work, nursing, psychology, or a closely related field may substitute for one year of the work experience.
4. Valid driver's license.

The department may choose to underfill this position as an ADRC Specialist. This classification specification can be viewed here: <https://www.waukeshacounty.gov/jobs>.

The 2024 starting salary wage for ADRC Specialist is: **\$25.91**.

ADRC Specialist Minimum Training and Experience Requirements:

1. A bachelor's degree from a recognize college or university in sociology, social work, psychology, nursing, or a closely related field.
2. Valid driver's license.

Supplemental Information

About Us:

Waukesha County prides itself on operating in a business-like manner and is recognized as a leader delivering high quality services with competence and skill. With our vision of "Leading the Way", we value teamwork and collaboration, ethics and diversity, communication, efficiency and cost savings, innovation, and the wellbeing 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 as we regularly ask ourselves "Is there a better way?"

WCDHHS Mission/Vision/Values: We enhance quality of life while assuring critical needs are met. The vision of Waukesha County Department of Health and Human Services is a connected, resilient community where everyone thrives. We achieve this through values that include: Collaboration, Accountability, Respect, Engaged Workforce, Innovation, and Self-Determination.

Location:

Located in the City of Waukesha, our campus offers an on-site café and fitness center, free parking, and easy access to interstate highway systems. Waukesha County offers a perfect blend of urban and rural living where one can enjoy the benefits of quiet rural lake communities or opt for nearby attractions that the greater Milwaukee area offers including vast beach and park systems, public markets, performing arts, music festivals, and sports including the Milwaukee Admirals, Brewers, Bucks, Wave, Marquette University Golden Eagles and the UW-Milwaukee Panthers Basketball programs.

EEO/AA:

Waukesha County is committed to equal opportunity and nondiscrimination in employment and adheres to all Federal, State and County Equal Employment Opportunity laws, policies, plans, rules, regulations and ordinances. The County recognizes and accepts its important leadership role in providing for equal employment/service opportunities for minorities, women, and persons with disabilities. It is the express policy of Waukesha County to promote equal employment opportunity among all who are employed by Waukesha County and who seek employment with Waukesha County.

For further information visit: <https://www.waukeshacounty.gov>

The County does not sponsor applicants for work visas.
Applicants must be currently authorized to work in the United States on a full-time basis.

Agency

Waukesha County

Address

515 W. Moreland Blvd.
AC Room 160
Waukesha, Wisconsin, 53188

Phone

262-548-7044

Website

<https://www.waukeshacounty.gov/jobs>

Senior ADRC Specialist (may underfill as ADRC Specialist) Supplemental Questionnaire

***QUESTION 1**

Do you have a bachelor's degree from a recognized college or university in sociology, social work, psychology, nursing, or a closely related field?

- Yes
 No