

# Richland County

## Position Description

**Position Title:** Adult Protective Services Social Worker **Department:** HHS/Behavioral Health

**Reports to:** Behavioral Health Services Manager **Pay Grade:** 13

**Date:** 06/29/2025

**Hours per week:** 40

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### Purpose of Position

The Adult Protective Services Worker receives and responds to reports of and provides social services to adults-at-risk from abuse, neglect, self-neglect, and financial exploitation by investigating and providing or arranging for services necessary to alleviate or prevent further maltreatment. This position establishes and monitors guardianships and protective placement/services.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Establish and monitor guardianships and protective service placements, including recruiting volunteer guardians, representative payees, completing appropriate paperwork, related court processes, and conducting reviews according to Federal, State, and County requirements.
- Interview wards, family, doctors, and other interested parties; file court paperwork; attend hearings; collaborate with counsel; and complete case notes.
- Complete annual WATTS reviews: meet with clients, guardians, attorneys, and staff; file paperwork with the courts; attend hearings, and complete case notes.
- Investigate complaints of Elder Abuse, Financial exploitation and Neglect and Adult-at-Risk and be responsible for the related reporting. Arrange voluntary services. Discuss available services and refer to appropriate agencies. Speak with wards, guardians, banks, law enforcement, doctors, corporation counsel and others, as necessary. Makes reports to DQA, as needed.
- Track State Elder Abuse and Neglect funds.
- Assist with agency/community public relations and educational efforts about Elder Abuse and Neglect and Adult-at-Risk programming such as vendor events and radio stations.
- Manage and track RCCR/ITEAMS meetings, set up educations, take notes, and notify all parties of meetings and cancellations.
- Collaborates with outside sources to find new resources, guardians, and creates MOU's if needed.
- Assist with crisis assessments and Chapter 51 process.
- Provide accurate and timely reports and documentation. Enter documentation into State reporting systems and process electronic filing through the court systems.

- Provide Elder Abuse and Neglect and Adult-at-Risk summaries of reports received to management staff annually.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Participates in committees, trainings, and meetings.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Performs other duties as assigned or apparent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in social work, Human Services, or relevant field with two years relevant experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Driver's License required. Ability to acquire Wisconsin Social Worker Certification.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

#### **Skills, Knowledge, and Abilities**

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge and experience in working with elders, persons with disabilities, frail elderly, developmentally and/or physically disabled individuals, and legal system.
- Ability to read, interpret, and apply regulations, laws, and policies.
- Experience and skill with computer data entry.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies, and procedures.

#### **Physical Requirements**

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

**Working Conditions**

- Work is performed in an office and community settings. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons and offensive language.
- This position frequently performs work under high attention to detail and deadlines.
- This position may enter homes under all circumstances and conditions.

**Special Requirement**

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date