

SENIOR SERVICES OF CENTRAL ILLINOIS

JOB DESCRIPTION

DEPARTMENT: CARE COORDINATION UNIT

POSITION: ADULT PROTECTIVE SERVICES CASEWORKER

Each employee will further the goals and objectives of Senior Services of Central Illinois, Inc. and will comply with policies and guidelines established by the Board of Directors and any/all funding agencies. The Adult Protective Services Caseworker will cooperate to the fullest extent with all other programs of Senior Services of Central Illinois, Inc. in order to provide services that prevent unnecessary or premature institutionalization of older persons and to foster their independence, dignity and an improved quality of life.

Duties:

1. Receive and respond to clients, referrals and crisis situations providing advocacy and assistance as necessary.
2. Complete casework and maintain case records according to IDOA guidelines with victims of abuse, neglect and exploitation, and individuals that self-neglect.
3. Maintain oral and written communication regarding APS clients in a confidential manner, strictly adhering to IDOA guidelines and procedures manual.
4. Establish and maintain cordial and professional working relationships with law enforcement and criminal justice service personnel, with the court systems and all social service agencies.
5. Complete all paperwork within the required timeframes.
6. As necessary, assist clients with referrals to community resources, coordinate and assist with alternate housing options when independent living is no longer possible.
7. Participate in SSCI agency and CCU departmental programs and committees as requested by the Department Director and attend agency and staff meetings as required.
8. Complete annual in-service and recertification hours as required by IDOA
9. Perform other duties as assigned.

Supervision:

Reports to the APS Supervisor and the CCU Director

Qualifications and Experience:

Minimum of BA/BS in Criminal Justice, Gerontology, Social Work, Social Services, Health Care Administration, or a related field; RN license with one year of health or human services experience; LPN license, with two years' experience in health or human services. Knowledge of services available to disabled and older adults as well as good interpersonal skills, communication skills and excellent writing ability are required. Of highest consideration is empathy towards vulnerable populations, patience, compassion and skills in interviewing people to determine physical, psychological, social, emotional and spiritual needs.

Hours of Employment:

This is Monday through Friday, 37.5 hours per week, full-time, non-exempt position. Weekend and After Hour on-call rotation coverage to be determined by the APS supervisor.