

**Position:** Adult Protective Services (APS) Case Worker

**Primary Function:**

To provide a comprehensive investigation of allegations of abuse, neglect, financial exploitation and self-neglect of adults, age 60 or older and disabled adults aged 18 – 59. To receive and complete intakes for investigation from the community or the Illinois Department on Aging and afterhours Hotline. To assist victims of abuse in formulating a plan of care to decrease risk of further abuse, neglect or exploitation by providing case work services and follow up. To offer referrals and linkage to other community resources. To complete all required documentation and billing in a timely manner.

**Position Responsibilities:**

1. Comprehensive investigation of allegations of abuse, neglect, financial exploitation, and self-neglect.
2. To respect the client's right to self-determination in all areas of assessment and care plan development.
3. To ensure that client confidentiality is respected at all times according to the standards of the Illinois Department on Aging policies and standards.
4. Develop a plan of care to reduce the risk of abuse and neglect from a psychosocial perspective that enhances the victim's choice and empowerment.
5. Complete assessment tools and maintain documentation as required by the Illinois Department on Aging and AgeOptions.
6. Refer cases, when necessary under the APS Standards and Procedures, to the local Probate Court, Law Enforcement Agency, DHS, PAS Agency, ISC agency, or the local Mental Health agency.
7. Refer clients for Comprehensive Care Coordination assessment services (Home Delivered Meals, Aging Medicaid Waiver Services, Chore, etc.) to those that are over 60 years of age and meet the selected community program requirements.
8. Complete all investigation and follow-up case documentation within required timeframes.
9. Conduct community awareness presentations about the Adult Protective Service Program.
10. Perform any other duties as assigned by the Social Service Director and/or APS Supervisor.

**Qualifications:**

- 1) A Master's degree from an accredited university or college in health, social services, social work, healthcare administration, gerontology, disability studies, criminal justice, or public administration
- 2) An RN, BSN, or BA or a BS in health, social service, social work with at least one year experience in human services.
- 3) An associate degree from an accredited program in health, nursing, social services, social work, health care administration, gerontology, disability studies, criminal justice or public administration and four years' experience in health or human services.
- 4) Four years' experience with law enforcement or criminal investigations
- 5) Successful completion of preliminary training and certification for the Illinois Department on Aging's Adult Protection Service Program.
- 6) Demonstrated effective assessment, communication and documentation skills.
- 7) Ability to work independently with attention to detail is a must!
- 8) Bilingual desired—Spanish or Polish
- 9) Availability of an automobile for home visits.