

**LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.**  
**Job Description**

**POSITION:** APS Caseworker

**REPORTS TO:** APS Supervisor

**MINIMUM REQUIREMENTS:**

1. Must be 21 years of age.
2. Bachelor's degree in health, social services, social work, health care administration, or gerontology, criminal justice, or public administration; RN, BSN, BA or BS.
3. Must have two years' direct service experience in health or human services.
4. Must have valid driver's license, clean driving record and own transportation with current insurance coverage.
5. Must be able to work and communicate effectively with adults with intellectual, cognitive, developmental or physical impairments as well as adults from a variety of social, economic and cultural backgrounds.
6. Must be able to perform essential functions of position.

**ESSENTIAL FUNCTIONS:**

1. Must be able to read, write, and understand written and verbal instructions.
2. Must be able to operate fax, copy machine, basic office machines and multiple telephone lines.
3. Must be computer literate.
4. Must be able to effectively and patiently communicate with consumers, caregivers, staff and visitors.
5. Must be able to interpret consumers or caregivers needs effectively.
6. Must be able to concisely and accurately convey those needs to the appropriate agencies.
7. Must be able to interpret a variety of instructions furnished in written or oral form from government benefit and funding organizations.
8. Must be able to travel to and safely enter homes and other locations to perform job-related duties outside of the office environment. Must be able to function within poor environmental settings.
9. Must successfully complete certification trainings through IDOA
10. Must be able to work independently.

**RESPONSIBILITIES:**

1. Complete an investigation assessment for adult abuse & exploitation, collect concrete evidence, and interview alleged victims, abusers and collaterals.
2. Determine the need for emergency intervention services, provide crisis intervention and participate in 24/7 on call responses for the cases.
3. Seek & coordinate assistance from other providers on behalf of clients.
4. Meet all required response timeframes for investigations, case work, and follow up, at risk assessments, and case closures that are established by State Law and IDOA Policies and Procedures.
5. Consult with supervisor to determine whether a case should be substantiated, unsubstantiated, or unable to be substantiated.
6. Develop a case plan in consult with the client and supervisor, update regularly
7. Provide services as needed, including OP's, guardianships and other legal interventions, emergency safe shelter, after hours' services and EIS.

8. Accurately complete and process referrals for clients to other agencies and private individuals.
9. Accurate completion of all documents, accurate files to IDOA and DHS as required. Complete VOA reports as required
10. Provide monitoring, follow-up and assess for ongoing risk for each client on assigned caseload
11. Prepare and present cases to M-TEAM meetings and incorporate recommendations into client case plans.
12. Maintain timely and accurate required documentation of service given to clients.
13. Report suspicious deaths of eligible adults to law enforcement and the coroner or medical examiner.
14. Participate in activities and events to promote agency services.
15. Participate in activities, which may include giving presentations at various locations on services.
16. Attend training as required by Supervisor or Management staff, complete requirements to maintain certification status at all times.
17. Represent the agency professionally a manner, speech and dress.
18. All other duties as assigned by Supervisor or Management staff.

**Revised 4.2017**