

**MONTEZUMA COUNTY DEPARTMENT
OF SOCIAL SERVICES
TEMPORARY
ADULT PROTECTIVE SERVICES
CASE SERVICES AIDE**

Montezuma County Social Services has an opening for a Temporary Adult Protective Services Case Aide.

Under the supervision of the Adult Protective Services Supervisor, provides paraprofessional services to clients in support of the Adult Protective Services caseworkers. Performs clerical/administrative tasks as needed.

SALARY: \$16.89/hour

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs a variety of services to clients including making home visits, providing transportation, arranging medical appointments.

Assists clients in life skills, such as shopping, using community resources, finding or providing transportation when necessary.

Coordinates necessary appointments for at-risk adults, provides transportation when necessary.

Updates caseworker of client requests and needs and assists all caseworkers as needed.

Establishes and maintains clear communications with staff, clients, professional agencies and other family members.

Maintains accurate records and prepares required reports.

Documents communications with clients.

Answers phone, screens calls, directs urgent calls to the appropriate internal and external authorities. Receives and data enters all referrals in the CAPS system. Scans and uploads all documentation accurately

and timely. Requests forms and copies of required documents as needed, compiles information for use by others.

Will be responsible for ordering office supplies, managing county vehicle maintenance logs and requesting service as needed.

MINIMUM QUALIFICATIONS:

High School diploma or GED

One year fulltime experience which provided extensive public contact in a related service field.

Valid Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Community resources available to assist clients.

Recordkeeping, report preparation, filing and records management.

Policies, procedures, rules, ethics and regulations governing the services to at-risk adults.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Preparing clear and concise reports, correspondence and other written materials.

Organizing work, setting priorities, meeting deadlines, and following up on assignments.

Applying logical thinking to accomplish tasks; understand, interpret and communicate clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to respond to each client with empathy and respect.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to make critical decisions in high stress situations.

Ability to collect, process and utilize incoming information.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, reach with hands and arms, use hands, fingers to handle and feel, and speak and hear. The employee may occasionally be required to lift and/or move up to 50 pounds. The employee may frequently be required to ascend and descend stairs, walk on snow and ice and walk in rural environments. The employee may also be required to drive in inclement weather and to remote areas.

WORKING CONDITIONS:

Work is performed in a variety of environments, including the office, client homes, and community agencies and may involve potential exposure to hazardous and/or violent environments and/or clients.

The working conditions are typically quiet, but at times may be loud.

Applications may be obtained from Montezuma County Department of Social Services, 109 West Main, Room 170, Cortez, Colorado between the hours of 8:00am-5:00pm, or online at www.montezumacounty.org.

Deadline for applications is 4:30pm, Friday, January 21, 2022. AA/EOE