



ADRC Resource Specialist

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

Jefferson County Aging and Disability Resource Center's (ADRC) vision is to provide information and assistance to a diverse community where the elderly and people with disabilities are respected, healthy, and productive. Therefore, the agency has made it their mission to help clients of our County achieve their goals by providing them with comprehensive information so they can make informed decisions and advocacy support to ensure that they remain in charge of their lives.

WHAT YOU WILL DO

The ADRC Resource Specialist I will serve as the entry point for complex and highly demanded, publicly funded long-term care programs and private pay long-term care options for a variety of adults in different situations.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Evaluates customer needs and requests to assess and link individuals to community resources including: financial benefits, long-term care, living arrangements, mental health and AODA services, employment and training, transportation, nutrition, home maintenance, legal issues, and emergency services.
- Administers Adult Long Term Care functional screen assessment and determines functional eligibility for managed care. Reviews financial and non-financial criteria for receiving publicly funded long-term care.
- Counsels and assists individuals for eligibility in benefit programs such as Medical Assistance, Foodshare, Farmer Market Voucher programs, etc.
- Utilizes resource database to identify program and service options to assist customers with information and referrals to other agency service providers.

Requirements:

- Bachelor of Arts or Science degree in Social Work, Human Services, or Health Field and two years of experience working with one or more of the client populations served by the ADRC.
- Certification as a Long-Term Functional Screener within 60 days of employment
- Successful completion of AIRS Certification within first year of employment
- Valid Wisconsin driver's license

Wage & Benefits

The starting hourly wage range is \$26.37 - \$29.39 per hour depending on qualifications.

Benefit Highlights

* Paid Vacation * Health insurance * Health insurance Opt Out Plan *
* Dental & Vision insurance * Life insurance * Wisconsin Retirement System *
* Deferred Compensation Program * Group Life insurance * Short & Long Term Disability*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's website at

www.jeffersoncountymi.gov

Jefferson County is an Equal Opportunity Employer