



Aging & Disability Resource (ADRC) Supervisor

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

We're looking for a confident, compassionate leader to manage the daily operations of the Aging and Disability Resource Center (ADRC). We are looking for someone who has a passion for serving older adults and people with disabilities, a talent for supporting staff, and a drive to improve programs through data and compliance. If you thrive in a team environment and care about making a difference, we'd love to meet you!

WHAT YOU WILL DO

The purpose of this position is to oversee the day-to-day operations of the Aging and Disability Resource Center (ADRC) of Jefferson County, ensuring the delivery of high-quality, person-centered services to older adults and individuals with disabilities. This role provides leadership to staff, monitors program effectiveness, ensures compliance with state and federal regulations, and promotes continuous improvement through data-driven decision-making.

SOME ESSENTIAL RESPONSIBILITIES

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

- Oversees staff and manages daily operations of the Aging and Disability Resource Center.
- Guides staff in prioritizing cases and works closely with departments and agencies to ensure effective, high-quality services for older adults and individuals with disabilities in Jefferson County.
- Monitors staff competencies in administration of long-term care functional screens, adherence to the Alliance of Information and Referral System certification compliance standards and monitors the accuracy of contracts and timelines.
- Oversees compliance with Civil Rights, HIPPA, and staff-required training.
- Participates in ongoing planning and evaluation of ADRC operations and Community Needs Assessment, implementing changes when needed.
- Oversees ADRC website and print materials ensuring up to date information is available to the community.
- Responsible for marketing and community outreach for the ADRC of Jefferson County
- Oversees budgets for the ADRC including time and task reporting of staff

Requirements:

- Bachelor's Degree in Social Work or Equivalent. At least three-year experience in the Long Term Support Field with experience as a case manager, benefit specialist or similar position.

Preferred Requirements:

- Knowledge and experience in Family Care, and/or private sector Care Managements and/or work history in an ADRC preferred. Supervisory experience preferred.
- Certified Social Worker License.

Other Requirements – Certificates/Licensures

- Complete ADRC Director/Manager Orientation.
- Alliance of Information and Referral Specialist for Aging/Disability (CIRE-A/D).
- Training (10 hours) biannually.
- Valid Wisconsin Drivers license.



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Wage & Benefits

The starting hourly wage range is \$37.51 - \$39.69 only per hour depending on qualifications.

Full range extends to \$48.28 per hour.

Benefit Highlights

Paid Vacation

Health insurance

Health insurance Opt Out Plan

Dental & Vision insurance

Life insurance

Wisconsin Retirement System

Health Savings Account

Deferred Compensation Program

*Group Life insurance *

Short & Long Term Disability

Employees at Jefferson County Value

Competitive Pay

Excellent Benefits

Great Coworkers

Flexibility

Advancement & Opportunity

Family Culture

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

www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer