

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Adult Protective Services Case Monitor
DEPARTMENT: Prosecutor
WORK SCHEDULE: As Assigned
JOB CATEGORY:

DATE WRITTEN: August 2019
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Adult Protective Services Case Monitor for the LaPorte County Prosecutor's Office, responsible for assisting the APS Unit Director and Investigators in investigations and related proceedings of battery, neglect, and/or exploitation of disabled adult citizens.

DUTIES:

Opens, monitors and maintains files of cases of incidents involving endangered adults to ensure services are received post investigation.

Maintains a database as required by the State.

Responsible to initiate and monitor services for delivery and effectiveness, assisting the endangered adult as required by IC 12-10-3-8(2)(c).

Informing necessary parties of case activities regarding endangered adults following determination by the APS Unit Director.

Making home visits to endangered adults in need of social service remedies in La Porte, Porter, Starke, Pulaski, Jasper, and Newton Counties.

Serving as liaison between endangered adults and relevant personnel, institutions and law enforcement agencies.

Inform public inquiries of available resources as outlined by the APS Unit Director.

Makes referrals to other agencies as procedurally outlined by the APS Unit Director's policies.

Communicates with local, state, and federal governmental agencies as procedurally outlined by the APS Unit Director's policies.

Gives informational presentations to service groups and organizations at the request and scheduling of the APS Director following the APS Director's guidelines.

Provide notification of hearing dates.

Arranges and schedules meetings between endangered adults and appropriate personnel, organizations, legal representatives and/or institutions.

Notifies relevant entities of determination dispositions.

Where determination cases proceed to legal activities, performs all clerical functions as directed and requested by the APS Director or by the Adult Protective Services contact Deputy Prosecutor.

Maintains records of disposed cases.

Be in complete compliance with all confidentiality requirements dictated by state statute or administrative regulation and federal statute and regulation.

Assist the APS Director in any and all requests made.

Prepares correspondence and documentation as requested by the APS Unit Director.

Maintains office records and inventories as directed by the APS Unit Director.

Keeps detailed notes and logs messages for the APS Unit Director and APS Investigators.

Testifies in APS court proceedings when directed to do so by the APS Unit Director.

Prepares correspondence and documentation as requested by the APS.

Attends training sessions, conferences, and seminars as necessary.

If needed, serves on a 24 hour on call basis regarding social service remedies for emergencies involving endangered adults.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate degree in Social Work or related field and previous social service experience required.

Knowledge of and ability to make practical application of customary investigative practices, procedures, rules, and regulations of the LaPorte County Prosecutor's Office, with ability to take authoritative action as situations demand.

Thorough knowledge of all legal, health, and social services available to County residents, with ability to make referrals, coordinate services, and monitor appropriateness and effectiveness of assistance provided.

Working knowledge of County Courts, with ability to effectively assist APS Investigators and Attorneys with preparation of adult protection Court cases.

Working knowledge of standard office procedures and computer software programs used by the Adult Protective Services and the Prosecutor's office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to attend training sessions, conferences, and seminars as required.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed written reports, maintain complete and accurate case files, and plan and present public speaking presentations.

Ability to properly operate standard office equipment, such as computer, calculator, copier, fax machine, telephone, and personal digital assistant (PDA).

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, social service agencies, other Prosecuting Attorney offices, hospitals, physicians, nursing homes, health departments, mental health providers, Indiana Attorney General's office, other state agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly receive, maintain, and account for articles received in evidence.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to testify in legal proceedings as required.

Ability to occasionally work extended, weekend, and evening hours, and travel out of town for training and meetings, sometimes overnight.

Ability to serve on 24-hour call for emergencies and respond swiftly and rationally to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent ensures proper protection and care of endangered adult citizens, including investigating allegations, obtaining appropriate assistance or services for victims, and continually reviewing cases for effectiveness of services. Incumbent exercises judgment in adapting basic guidelines and accepted

prosecutor/apscasemonitor

procedures to meet specific situations and fit complex or contradictory circumstances. Assignments are guided by broad polices and/or general objectives. Objectives of incumbent's work are known, with highly sensitive and/or unusual cases discussed with supervisor as needed. Work is reviewed ongoing and upon completion primarily for soundness of judgment and compliance with legal requirements. Frequently, decisions are restricted only by organization-wide policies, with little direct guidance from supervisor.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, social service agencies, other Prosecuting Attorneys offices, hospitals, physicians, nursing homes, health departments, mental health providers, Indiana Attorney General's office, other state agencies, and the public, for purposes of exchanging information, rendering service, providing education/instruction, and resolving problems.

Incumbent reports directly to the Director of Adult Protective Services.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the field, involving sitting for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, bending at waist, reaching, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with victims and defendants and may be exposed to hostile/argumentative individuals and/or physical violence.

Incumbent occasionally works extended hours and occasionally travels out of town for training, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Adult Protective Services Case Monitor for the LaPorte County Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name