

Clark County Wisconsin Position Description



Job Title: ADRC Director
Department: Aging & Disability Resource Center of Clark County
Reports To: Committee on Aging
Pay Schedule: D
FLSA Status: Exempt
EEOC Job Code: 5152
EEOC Function: 8

Purpose of Position:

The ADRC Director is responsible for the administration and operation of programs and services offered by the Aging & Disability Resource Center (ADRC) including Aging/Nutrition Programs of Clark County. This position has the primary responsibilities for assuring compliance with approved policies and state contract, monitoring quality assurance of activities, prepares the annual budget, and provides direct supervision to all ADRC & Aging staff.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's Degree in social work, sociology, nutrition, gerontology or other related field from an accredited school plus a minimum of three years' experience working with the elderly or adults with disabilities is required. Experience in a supervisory/management position preferred. At least four of previous experience is an office setting and hold a current ServSafe Certification or become certified within one year of employment is also required. A combination of education and experience will be taken into consideration.

Applicant must have knowledge of the special needs of the elderly and older adults with disabilities, applicable federal, state, and local rules and regulations, and services available for the elderly and adults with disabilities, strong public speaking and public relations skills, good organizational, time management and multi-tasking skills and knowledge of management principles and practices.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Direct the operations of the Aging & Disability Resource center and Aging services. This includes the provision of ADRC information and assistance, options counseling, nursing home preadmission referrals, functional screens, quality assurance and community outreach and marketing. This also includes oversight of the Older American's Act Programs such as Congregate and Home Delivered meals, prevention programs, caregiver programs (Alzheimer's Family & Caregiver grant and the National Family Caregiver Grant, Elder & Disability Benefit Programs including Medicare Programs, Durable Medical Supply Loan Closet, Food Pantry, Senior centers, Special clinics (energy assistance, homestead credit, etc.) and other services provided by the integrated ADRC/Aging Department.
- Interview, hire, train, evaluate and supervise program staff.

- Prepare the annual Aging & Disability Resource Center budget, Older American Act Program budgets, County levy and present said budgets to the Governing Board, County Finance Committee and respective Grantor agencies (ORCD, GWAAR, and Clark County).
- Prepare Aging three-year plan in coordination with the Nutrition Advisory Committee and the ADRC Governing Board. This includes gathering customer input from two different resources (survey in newsletter, multiple Public listening sessions, etc. Develop plan from data gathered from our consumers. Monitor plan on an ongoing basis.
- Monitor revenues and expenditures and assist with preparation of financial reports. Present financial updates to the Governing Board on a monthly basis including program report updates.
- Direct the ADRC /Aging staff, provide training opportunities and monitor the effectiveness and quality of the program's operations.
- Monitor time reporting for federal funding participation.
- Lead regularly scheduled "team meetings" that encourage the ADRC staff to share knowledge and expertise in arriving at the most effective strategies for addressing customers' concerns and problems. Inform staff regarding mandated and administrative changes. Coordinate annual Nutrition Center employee training following state guidelines.
- Develop ADRC policies and procedures. Review policies and procedures for compliance with standards, rules, regulations, law, and reporting requirements.
- Attend all state required trainings and other trainings as pertinent
- Function as liaison to service providers, Office on Aging, ORCD, GWAAR, and other agencies to ensure client quality standards in addition to the public.
- Consult and coordinate services with other agencies, community groups, and other service providers.
- Provide clear, concise and appropriate communication, both verbally and in writing to clients, family, and/or outside agencies requested and required.
- Conduct interviews and interactions with clients, outside agencies and public in a manner which reflects positively on the ADRC of Clark County and the services provided by the Aging & Nutrition Program
- Records and reports required data.
- Provide information about services, program, resources (public and private) that can help elderly and individuals with disabilities, mental illness or substance abuse disorders experience daily life with dignity and security, maximizing their opportunities for self-sufficiency and choice.
- Support persons facing a crisis by connecting them to emergency services and/or by providing short term care coordination until the situation stabilizes. This includes referrals for elder abuse and adult protective services.
- Link at-risk individuals with prevention and early intervention services provided by public health and other service providers.
- Collect and record demographic information about customers and actions taken using the ADRC database and reporting system, also collect data on aging service participants.
- Participate in the on-going marketing and outreach of the ADRC/Aging services.
- Monitor change projects for ongoing quality improvement (ADRC)
- Facilitate monthly Alzheimer's Support Group. Prepare annual conference for caregivers, family members, service organizations, etc.
- Co-leader of six-week workshop: Healthy Living with Diabetes
- Develop new programs to help meet the needs of our clients – Adults with physical and developmental disabilities and older adults.

OTHER SKILLS AND ABILITIES

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, camera, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Principles and methods of government management, budgeting, and financial budgeting.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence. Ability to speak effectively before groups of customer or employees of the organization.
- Knowledge and training of social and economic problems and their effects on individuals and families.
- Ability to work effectively with governing boards, peers, staff, and clients.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Build and lead high performance teams.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to interact positively with public and others.
- Work collaboratively with various staff, groups, department, and stake holders.
- Ability to work under general safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but poses little risk of injury, and is present only in unusual circumstances.

CONDITIONS OF EMPLOYMENT

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 – 10 lbs.		X		
11 – 20 lbs.		X		
21 – 50 lbs.		X		
51 – 75 lbs.	X			
76 – 100 lbs.	X			

PUSH/PULL				
1 – 10 lbs.		X		
11 – 20 lbs.		X		
21 – 50 lbs.		X		
51 – 75 lbs.	X			
76 – 100 lbs.	X			

MOVEMENT				
Bend/Stoop/Twist		X		
Couch/Squat		X		
Kneel/Crawl	X			
Reach above shoulders		X		
Reach below shoulders		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use				
Grasping		X		
Squeezing		X		
Climb Stairs/Ladder		X		
Uneven Walking Surface		X		
Even Walking Surface			x	

VISION REQUIREMENTS	
Depth Perception	
Less than 20 inches	
Color Vision	
Peripheral Vision	

ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)	

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles		X		
Operate Foot Pedals		X		

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Height	X			

ENVIRONMENT				
Indoors		X		
Outdoors		X		
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	3-4	7-8
Stand	.5-1	1
Walk	.25-1	.25-1

Clark County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

Employee's Signature

Supervisor's Signature

Date

Date

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ADRC Director
Revised 10/21/19