

Jefferson County Position Description

Name:		Department	Human Services	
Position Title:	ADRC Supervisor	Pay Grade:	9	FLSA: Y
Date:	M	Reports To:	Aging & Disability Resources Division Manager	

Purpose of Position

The purpose of this position is to oversee and direct the daily activities and staff of the Aging and Disability Resource Center.

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.

- Supervises the staff and day-to-day activities of the Aging & Disabilities Resource Center (ADRC), providing training, coaching and on-going feedback on staff performance. Monitors staff competencies in the following areas: administration of the long term care functional screen, adherence to the Alliance of Information and Referral System certification compliance standards and monitor that all contractual timelines are met.
- Participate in ongoing planning/evaluation of ADRC operations and Community Needs Assessment(s).
- Responsible for quality assurance and quality improvement for assigned programs via use of program evaluation, data analysis and feedback from consumers and professionals. Uses NIATx process to clearly define goals and train staff on this process.
- Maintains and updates the contractually required enrollment plans between the ADRC, Income Maintenance Unit, Managed Care Organization and IRIS Consultant Agency. Facilitates joint bi-monthly meetings.
- Oversees and coordinates process of consumer enrollment into Family Care, Partnership and the IRIS, reviewing case documentation, correspondence, and approves recommendations concerning eligibility and assistance for services.
- Approves ADRC expenditures requests, reviews monthly financial reports, and approves employee expenses. Collaborates with ADRC Division Manager on reporting requirements and other contractual obligations. Prepares Federal and State Reports and submit in timely fashion. Prepares statistical reports as needed.

- Attends ADRC Advisory Committee meeting and provides monthly reports on ADRC activities; works with Aging and Disabilities Resources Division Manager on monthly agendas and facilitate meetings.
- Oversees and promotes coordination with other Human Services programs and services.
- Provides community education and information via public and media presentations and responds to customer complaints/grievances.
- Fills-in for Aging and Disability Resources Division Manager as needed.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors Degree in Social Work or equivalent with at least three years experience in the Long Term Support field with experience as a Case Manager, Benefit Specialist or similar position. Knowledge and experience in Family Care, and/or private sector Care Management, and/or work history in an ADRC preferred.

- Attain AIRS Certification, (Association of Information and Referral Specialists), within first year of employment.
- Attain certification as Long Term Care Functional Screener within 60 days of employment.

Jefferson 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 and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date