



**Lane Council of Governments  
Job Announcement  
Senior and Disabled Services**

**Adult Protective Services  
LIMITED DURATION  
Opportunity**

Position: Adult Protective Services Specialist

Salary: \$3264 - \$4448 monthly

FLSA Status: Non-Exempt, Overtime Eligible

Location of Position: 833 Willamette Avenue, Downtown Eugene, OR

Type of position: Full Time, through September 2011, SEIU Represented

Recruitment Closing Date: March 12, 2010

**How to Apply**

To apply, simply click on LCOG job application, fill it out and send it, along with a resume and short cover letter to Marianne Griffin, Human Resources Manager, 859 Willamette Street, Eugene, OR, 97401. Please remember to sign your application. EOE.

A background check will be required to be considered for this position.

**Position Information**

**Position Responsibilities:**

Evaluates specific complaints and incidents to determine the course of action; establishes the plan of inquiry, scope, timing, and direction of investigation.

Identifies principals and witnesses to be interviewed. Conducts interviews in a way that will elicit accurate and complete and objective information. Fact finding includes documenting interviews, recording observations, statements and other information. Documents interviews to record observations, statements and other information, and to provide accuracy when writing reports.

Conducts courtesy investigations to APS offices outside of Lane County.

Obtains records of evidence to be examined; obtains evidence including photographs when appropriate and conducts fact-finding according to Oregon Administrative Statutes rules.

Examines and analyzes evidence from medical records, facility records, financial records, police reports, and legal documents. Coordinates examination of evidence with other professionals including Client Care Monitoring Unit, Program Assistance, immediate supervisor, or a Registered Nurse.

Performs a comprehensive assessment of all gathered information, identified principals and witnesses, and observations in order to plan an appropriate course of action; writes reports.

Explains the various assistance programs and community resources to individuals, groups, and agencies; and assists with the development of safety service plans and discharge/relocation planning.

Provides problem solving with facilities, residents, families, and members of the community.

Provides information to seniors and people with disabilities by telephone, in the office, or during community visits regarding Statutes governing abuse. Determines client need for other protective services or referral to available community/agency.

Coordinates and provides ongoing consultation to other S&DS staff.

Remains current knowledge related to roles and services provided by other agencies, community resources, service organizations, and programs available in the area. Refers clients/families to needed services or agencies and provides assistance as needed.

### Other Duties of Position

- Participates in local program development, corrective action recommendations, and informal or formal dispute hearings.
- Assists with courts cases including restraining orders, guardianships, and conservatorships.
- Accompanies local law enforcement personnel as required.
- Enters data related to APS statistical information.
- Promotes the APS program through the local media and service organizations with the assistance of the APS Supervisor or Program Manager...
- Presents seminars and training sessions, as time permits, to facility staff, S&DS staff, CEPs, and community agencies and groups regarding the prevention and reporting of abuse and neglect. Instructs them on the rules, procedures, and policies in Oregon Administrative Rules and Statutes.
- Provides back up support to other APS workers.
- Performs other related duties as assigned.
- Attends S&DS meetings, as well as local and state training in regard to policy and procedures.
- Participates in interagency committees and activities.

### Position Related Decision Making

Make decisions regarding the safety of any situation, for self and others, prior to conducting an investigation. Use discretionary judgment to determine when law enforcement needs to be contacted, determines whether EMT or ambulance services are necessary.

### Additional Position Requirements and Information

Excellent writing skills are necessary for report writing and letter writing. Must be articulate and able to speak clearly in a courtroom setting. Communication and interviews skills are important for the variety of interviews that are conducted and the types of information that are needed.

**Important to note:** The incumbent must be able to work cooperatively with Law Enforcement and District Attorney office when a crime has been committed. Testifying to grand jury and other courts may be required. Incumbent will be assisting with guardianships, conservatorships, commitments and restraining orders.

Incumbent will conduct educational training's in the community including police departments, EMT's and hospitals as well as in-service training's to facility staff regarding mandatory reporting of abuse.

### Minimum Qualifications

Bachelors' degree in social work and three years of progressively responsible experience working in human service programs, preferably with the elderly or disabled, or any combination of education and experience that provide the applicant with the desired skills, knowledge, and ability required to perform the job. Medical knowledge, certification such as an RN degree, and previous adult protective service experience desirable.

Valid Oregon State driver's license or the ability to obtain reliable transportation to various sites within Lane County.