

# **SOCIAL SERVICE WORKER**

## **(Office of the Sheriff)**

**GENERAL STATEMENT OF DUTIES:** Performs professional casework duties related to elder and dependent adult victims; Advocates for and assists victims in identifying needs in order to coordinate with appropriate area agencies to ensure the financial, physical, mental, faith-based and overall needs of the victim are provided for. Works under the direction of Sheriff or his designee.

### **STATEMENT OF TASKS:**

Provides prompt response to reports of potential abuse of elderly and adult dependents;  
Coordinates and assists with removal of victims from unsafe environments;

Acts as a liaison with area agencies, Adult Protective Services, Valley Area Agency on Aging (VAAA), Center for Gerontology, Probate Court and others to ensure appropriate on-going care, advocacy, faith-based support and financial and other needs are met;

Coordinates with Adult Protective Services to establish a plan of care;

Ensures appropriate housing based on level of care needed;

Assists in determining financial needs need of victim based on existing support;

Assists in the application of social service programs and funding;

Provides follow-up as continuum of care changes;

Conducts safety assessment of victim placement;

Prepared and maintains reports and records and prepares reports as required or upon request;

May testify in court as needed;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the criminal justice system with an emphasis on elder and adult dependent legislation, risk factors;

Knowledge of the philosophy and provisions underlying social service legislation of the State of Michigan;

Ability to work as a member of a multidisciplinary team;

Knowledge of data collection and automated information systems;

Ability to communicate and present information effectively both verbally and in writing;

Ability to use appropriate judgment and tact when dealing with clients, other county employees or other public agencies;

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (CONTINUED)**

Ability to maintain good interpersonal relationships with groups and individuals;  
Ability to counsel, use tact and professionalism in stressful situations;  
Ability to monitor and evaluate case plans;  
Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Sociology, Psychology, Criminal Justice, Social Work, Guidance and Counseling –**AND-** one (1) year of experience working with the elderly population –**AND-** One (1) year experience work with at least one of the following agencies: VAAA Valley Area Agency on Aging, Adult Protective Services, DHHS Department of Health and Human Services.

**-OR-**

Bachelor's degree with two (2) years' experience working with the elderly population –**AND-** Two (2) years' experience working with at least one of the following: VAAA Valley Area Agency on Aging, Adult Protective Services, DHHS Department of Health and Human Services, vulnerable adult populations.

**SPECIAL REQUIREMENT:**

Must be willing to work irregular hours, holidays, weekends and available for 24/7 response.

Valid Michigan Driver's License  
No Criminal Convictions

  
Human Resources Director

**Established: November 19, 2018**