



(708) 447- 2448 | 7222 W. Cermak Rd. Suite 200, North Riverside, IL 60546 | [www.solutionsforcare.org](http://www.solutionsforcare.org)

## **Adult Protective Services Caseworker**

### **Reports to: APS Supervisor**

Solutions for Care (SFC) serves over 12,000 older adults and those living with disabilities each year in Berwyn, Cicero, and Proviso Townships. We provide direct client service through information and assistance, in-home care, advocacy services and transitional assistance in hospitals. For more information about our organization, you can visit [www.solutionsforcare.org](http://www.solutionsforcare.org).

### **Primary Function:**

The Adult Protective Services caseworker will investigate reports of suspected Abuse, Neglect,

Financial Exploitation (ANE), or Self-Neglect of older adults aged 60 or older, and those with disabilities aged 18-59. The APS caseworker is responsible for ensuring that the safety and basic care needs of older adults and peoples with disabilities are being met within the least restrictive environment. The service area includes Berwyn, Cicero and Proviso Township. This position requires successful completion of training provided by the Illinois Department on Aging (IDOA) which consists of a Phase I, Phase II and Simulation Training.

### **Qualifications:**

Bi-lingual in Spanish is not required but is welcomed. Minimum qualifications are a BA/BS degree in Social Science, Social Work, Gerontology, or related field or equivalent experience.

Must also demonstrate strong organizational and time management skills and be adaptable to changing work conditions. Must be comfortable working with a diverse population including town officials, law enforcement, community partners and the public. Strong communication skills, computer literacy and the ability to be on call during holidays and weekends. Must have own car and maintain current insurance for local travel to in-home visits, trainings, and meetings. Criminal background check required.

### **Mandatory Covid-19 Vaccination Policy**

As a condition of employment, employees, interns, and onsite volunteers of Solutions for Care must be fully vaccinated with (*or in process of*) an approved COVID-19 vaccination.

### **Duties and Responsibilities:**

1. Successfully complete and pass the Illinois Protective Services Caseworker Certification

Training (Phase I, Phase II and Simulation Trainings); and attend internal and external trainings as assigned.

2. Become familiar with all prescribed policies and procedures as outlined in the APS

Policies and Procedures Manual.

3. Develop the knowledge and skills needed to address the complexities of ANE and collaborate with community resources to reduce risk.

4. Successfully utilize time management skills to maintain a client case load that demonstrates accurate and timely documentation and professionalism in investigation and care planning.

5. Demonstrate professional verbal and written communication skills.

6. Recognize and respect the client's right to self-determination in all areas of assessment and care plan development.

7. Ensure that a high degree of confidentiality is always respected per APS standards

8. Complete other job assignments as assigned by the APS supervisor

**Schedule:**

Full time: 8:30 to 4:30 pm, Monday thru Friday.

**Salary and Benefits include:**

Salary is based on experience.

Medical, Dental, Vision, 403B plan, Life Insurance, eligible to earn 18 paid days off annually plus 13 paid Holidays.

Job Type: Full-time

Pay: \$40,000.00 per year

Schedule:

- Monday to Friday

Education:

- Bachelor's (Required)