

Adult Protective Services Job Description

The APS Case Manager provides support and assistance to APS Investigators and the APS Director by aiding in implementation of APS protective services plans for endangered adults and ensuring services are being received as recommended. The Case Manager will follow up after services begin to ensure services are ongoing.

The Case Manager works with the assigned APS Hub deputy prosecutor, and may generate emergency motions and draft orders for their review as necessary for Court.

The Manager serves as a liaison between Cass County Prosecutor's Office and other prosecutors' offices, health and social service entities, and law enforcement agencies in the 6 Hub communities – Cass, Fulton, Miami, Wabash, Howard, and Tipton Counties. The Manager also provides outreach to increase community understanding of adult endangerment and to encourage reporting of suspected adult endangerment to appropriate authorities.

The Manager maintains working relationships with area organizations and regional social service providers, and maintains accurate and thorough case records, files, and detailed documentation of services and referrals.

The Case Manager may assist Investigators to make placement arrangements for an individual determined to be an endangered adult. The Case Manager may need to respond on occasion to calls for assistance from the Investigator or Director for urgent placement needs after regular business hours. The Manager must have the ability to evaluate situations that are complex and sometimes criminal in nature, and may be called upon to testify in court proceedings on occasion.

The Case Manager must attend various trainings that are held in various parts of the state or out of state on occasion as assigned. The Manager must be able to work with minimal supervision at times as well as in a team environment.

Minimum Requirements: A high school diploma or equivalent. College coursework or degree is preferred. A working knowledge of social services available in the service areas and how to obtain them for an endangered adult is helpful. The ability to properly operate standard office equipment is required, and knowledge of computers and software including but not limited to Microsoft Word and Excel, and the ability to learn new systems is necessary. The ability to calmly communicate and assist people in difficult situations is needed. Experience in law enforcement or the court system is encouraged.