**JOB DESCRIPTION EXAMPLE**

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| **Job Posting Template** |
| *[Customize to the needs of your county and department.]*    Protecting vulnerable older adults from abuse, neglect, and exploitation requires a **coordinated and proactive approach**. The **Elder Abuse Prevention Coordinator** plays a **key role** in this effort, serving as a central figure in Milwaukee County’s response to elder abuse and protective placements under **Chapter 55, WI Statutes**. This position bridges the gap between **Adult Protective Services (APS), law enforcement, mental health services, and community organizations**, ensuring that individuals in crisis receive **appropriate care, advocacy, and placement services**. The following job description outlines the responsibilities, qualifications, and essential skills needed for this critical role in **enhancing elder justice and safeguarding the well-being of older adults in our community**.    **Elder Abuse Prevention Coordinator (or Chapter 55 Coordinator?)**  **Department:** Aging  **Location:** Marcia P. Coggs Human Service Center  **Status:** Full-Time  **FLSA Status:** Exempt  **Salary Range:** $55,872 - $66,964  ***Job Summary:***  The Elder Abuse Prevention Coordinator plays a critical role in ensuring the protection and well-being of vulnerable older adults. This position is responsible for establishing and maintaining a network of facilities capable of accepting placements under **Chapter 55, WI Statutes**, coordinating with mental health and Adult Protective Services (APS) teams, approving admissions, and ensuring prompt discharges. The Coordinator also provides **community education, training, and advocacy** to improve elder abuse prevention efforts.  ***Essential Duties and Responsibilities:***   * **Develop and maintain a network of protective placement providers** for individuals placed under Chapter 55 WI Statutes, including monitoring contracts and evaluating service quality. * **Collaborate with Behavioral Health Mobile Crisis Teams and law enforcement** to initiate emergency Chapter 55 placements and ensure prompt discharge following stabilization. * **Work with APS and ARC Access units** to coordinate appropriate discharges and support protective placement decisions. * **Track and identify individuals with dementia-related behavioral challenges** needing intervention and coordinate efforts with partner agencies, including residential facilities, hospitals, law enforcement, and the Behavioral Health Division. * **Advocate for improved dementia care services** in partnership with the Alzheimer’s Association of Southeast Wisconsin and other organizations. * **Provide public outreach and training** through participation in community committees, advisory boards, task forces, and workgroups to enhance elder abuse prevention awareness. * **Serve as a key liaison between Milwaukee County and state/local agencies** involved in elder abuse prevention and protective placements. * **Supervise Dementia Care Specialists** and act as a primary backup to the APS/Elder Abuse Program Coordinator. * **Other duties as assigned.**   ***Minimum Qualifications:***   * **Education:** Bachelor’s degree in Human Services, Social Work, Psychology, or a related field. * **Experience:** * Five (5) or more years of experience working with older adults (60+). * Three (3) or more years of supervisory/management experience in Human Services, mental health, or medical/health contracting. * **Licenses/Certifications:** Valid Wisconsin Driver’s License required.   ***Preferred Qualifications:***   * Master’s degree in Social Work, Psychology, or Nursing. * Licensure or certification in social services, mental health services, or nursing. * Experience with **network building for service delivery** and knowledge of **Community-Based Residential Facility (CBRF) regulations**.   ***Required Skills and Abilities:***   * Strong knowledge of elder abuse prevention strategies, protective placements, and Chapter 55 WI Statutes. * Ability to collaborate across agencies, including law enforcement, mental health services, and aging networks. * Excellent written and verbal communication skills, with the ability to present complex information to diverse audiences. * Strong analytical and problem-solving skills to manage placement decisions and policy development. * High degree of autonomy, initiative, and decision-making ability.   ***Working Conditions:***   * Frequent interaction with **distressed individuals in crisis situations** and high-stress environments. * Requires **travel** to various facilities, community organizations, and training locations. * Work includes **public speaking engagements** and community outreach activities.   ***How to Apply:***  Interested candidates must submit an online application by **[insert deadline]** at [insert details]. |