

# DHS Adult Protective Services & SEP Case Manager Grade 109



TM/SM



Otero County, with its blend of historical significance, agricultural prosperity, and community spirit, represents an important part of Colorado's southeastern landscape. The county covers an area of approximately 1,270 square miles, consisting of plains, agricultural land, and also boasts some beautiful canyon land which is prime for hiking and biking.

The economy of Otero County is largely based on agriculture. It is known for its production of various crops, including melons, vegetables, and grains. Cattle ranching is also a significant industry. The area has a rich history tied to the early Native American inhabitants, Spanish explorers, and later, the development of the American West. The Santa Fe Trail, a major trade route in the 19th century, passed through the area. Bent's Fort, a reconstructed 1840s adobe trading post on the Santa Fe Trail, is located just outside La Junta.

The county offers a variety of outdoor activities, including hiking, fishing, hunting, and bird watching. The nearby Comanche National Grassland provides ample opportunities for exploring nature. The grassland is also home to the Picket Wire Canyonlands, which feature the largest dinosaur track site in North America.

For more information about Otero County see the link below.

<https://oteroounty.colorado.gov/>

**Salary Range**  
**\$45,230 - \$48,601**  
**Annually**

*(Depending on qualifications and experience)*



Bent's Old Fort  
Photo by Lex Nichols

---

# The Otero County DHS Adult Services Office

The Otero County Adult Services office houses several program areas, including: Aging and Disability Resources for Colorado (ADRC), Adult Protective Services (APS), Area Agency on Aging (AAA), Options for Long Term Care (OLTC), Home Care Allowance (HCA) Program, and Veteran Directed Care.

---

## Position Overview

Position provides a variety of social caseworker services to aged and disabled adults and adults unable to protect their own interests. Services include, but are not limited to, counseling, assessment of client capabilities, case management, welfare checks, need for protection, mental health intervention, crisis intervention, and Home and Community Based Services (HCBS) and referral to other agencies for additional support.

### Duties:

- Perform intake and screening activities to determine whether referral is appropriate and to determine whether a comprehensive assessment needs to be completed. Provide information and referral to other resources that may help meet client's needs.
- Complete face-to-face assessment process using approved assessment tools to determine applicant's level of physical, mental and emotional functioning. Completes reassessments and quarterly contacts according to rule. Maintains ongoing caseload to meet required timelines for continued Medicaid eligibility, if appropriate for client.
- Determines eligibility for publicly funded services. Approves prior authorization of proposed skilled and non skilled services by provider agencies and ensures services are appropriate within state mandated cost containment levels. Approves LTHH Skilled services for clients.
- Assesses problems and needs of the elderly and disabled. Provides supportive counseling in the areas of health, finances, housing, home management and homemaking, education, training and employment, nursing home placement and adjustment.
- Provides case management services and arranges for necessary services, Coordinates and monitors provision of purchased and provided services to ensure client receives proper care. Determines cost effectiveness of use of alternative services.
- Develop, approve and implement care plans that document the service needs, funding source, provider and frequency of service. Negotiate contracts for services. Facilitate placement process for nursing home admissions, transfers and pay-source changes.
- Calculate and complete PETI forms for ACF clients, complete PASRR for submission.
- Intervenes in crisis situations to evaluate and stabilize situations. May include assisting clients or families in obtaining conservatorship on client's behalf. Also conferring with DA, Judges, probation (court system). Filing police reports, attend and interpret court proceedings for clients.
- Establish community relations and awareness through initial contacts, development and organization of community resources; nursing home staff, mental health staff, police, sheriff departments. Vet's Administration AVCC, Social Security Administration to coordinate services and meet special needs of clients.

---

## Duties Continued:

- Develop and raise community awareness through initial contacts, development and organization of community resources; interpret agency policies and programs to the community, provide information and referral services as requested to the community and other agencies.
- Provides advocacy for clients having no other interested party. Services include arranging for medical care, assisting clients in applying for benefits, counseling clients around employment, financial management, and personal needs; consults with mental health staff. Along with relocating clients to appropriate housing.
- Prepares and maintains client records, completes required forms.
- Represent the State of Colorado in all client and/or provider appeals processes. Participates in client staffing, conferences, and workshops.

---

## Job Requirements and Difficulty of Work

Knowledge of social casework techniques. Knowledge of the problems of the elderly; physically disabled, mentally retarded, mentally ill, alcoholics, drug addicts, senility. Knowledge of community resources, knowledge of existing laws that relate to aged and disabled adults. Skill in interviewing. Skill in written and verbal communication. Ability to analyze and diagnose problems of aged and disabled persons and to enable these adults to function and become self-sufficient. Ability to establish sound rapport with clients, professionals and co-workers and to be sensitive to individual values and needs. Must have basic computer skills.

Work is characterized by somewhat difficult decisions in determining services for clients from several well-established alternatives. Each case requires judgment to determine the most appropriate case plan to fit the needs of the client in order to permit optimum adjustment of the client to daily living. Guidelines used to govern the work include: status regarding adult case management, HCBS, Volume VIII of the Social Services Manual, Title XX Service Manual, Volume V, the Administrative Service Manual, and a wide variety of laws, such as the conservatorship law, guardianship law, care and treatment of the mentally ill, etc.

---

## Responsibility

This position requires the utilization of sound, mature judgment in making decisions affecting the total welfare of a client over an extended period of time. The work is reviewed on a spot-check basis for compliance to procedures, method, general conclusions, final results and accuracy. Supervisor is available for consultation for particularly difficult or unusual case. The work impacts the client through the provision of services necessary to achieve self-sufficiency or to maintain client living in the community.

---

## Personal Work Relationships

Personal work relations are with coworkers, supervisors, clients, and various community sources, such as home health care providers, visiting nurses, mental health, lawyers, and physicians. The purpose of the contacts is to coordinate and monitor those services necessary to help the client achieve self-sufficiency.



## Minimum Qualifications

- BA/BS in Behavioral Science or related field or
- Experience: Two years in job related field

## Special Requirements

- Valid Colorado State Driver's license and insurance Reliable transportation

## Essential Functions of the Job

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Incumbent works in an office-type environment. The job requires travel throughout a two-county and surrounding area. In making client visitations, the incumbent may be exposed to unsanitary conditions, contagion, and physical abuse. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Some physical effort may be required in assisting bedridden clients. Ability to lift and/or move up to 25 pounds. Occasionally, worker uses physical exertion in assisting a disabled client. The noise level in the work environment is usually moderately quiet.

## Application Process

All applications must be submitted through the **Colorado Work Force Center** in La Junta. Please contact them regarding this position in order to submit the application and all pre-interview testing.

### La Junta Workforce Center

308 Santa Fe Ave.

La Junta, CO 81050

Phone Number: (719) 383-3191 Fax: (719) 384-8317

Serving: Serving Otero, Bent & Crowley counties

Note: Job Hotline: 719-384-5627

E-mail: [cdle\\_la\\_junta\\_wfc@state.co.us](mailto:cdle_la_junta_wfc@state.co.us)

Office ID: 5162

Application available for download at:

<https://otero.colorado.gov/departments/human-resources>

Please return completed application to the Colorado Workforce Center in La Junta.



# Full Benefit Package

- a) **FICA** (7.65%)
- b) **Retirement** – mandatory employee contribution 6%
  - Examples Only: Base Salary \$3000.00 x 6%=\$180.00 withheld monthly  
Base Salary \$2500.00 x 6%=\$150.00 withheld monthly  
(6% county match – 5 year vesting)
- c) **Health Insurance**
  - \$286.00 single coverage (\$450 deductible) – \$858.00 County contribution
  - \$579.00 family coverage (\$450 deductible) – \$1,740.00 County contribution
  - \$222.00 single coverage (\$5600 deductible, no Dental or Vision)
- d) **\$40,000 life insurance**
- e) **Workers' Compensation**
- f) **Vacation Leave** (12 days)
- g) **Sick Leave** (9 days) Plus 8 hours upon hire
- h) **Paid Holidays** (12 days)

- Other Optional Benefits will be addressed upon hire. Check with personnel.
- Employment is contingent upon the applicant passing a pre-employment physical and mandatory drug test.
- Additional employment data gathered may include criminal history, motor vehicle records, workers' compensation history, and previous employer verification.
- No medical inquiries will be made, or workers' compensation information gathered until after a conditional job offer has been given to the applicant.
- Flexible Schedule available after one year of employment.



Otero County Courthouse  
Photo by Lex Nichols