

## **Adult Protective Service Worker**

**BSSAPS017**

**Boone, Mason & Putnam**

**\$41,925 - \$69,875**

### **General Description:**

Adult Protective Service Workers protect adults who are experiencing abuse, neglect, exploitation or may be at risk of immediate danger; provide access to services that support adults and families during times of hardship; and work with families to access social services. This position is critical to the health and safety of West Virginia's vulnerable adults. Upon completion of an in-house training program, these positions perform complex social casework and family intervention services. As cases may involve abuse, neglect or exploitation of adults, this employee must have the expertise and judgment to evaluate risk and assess levels of danger that may include coordination with law enforcement. Due to the needs of this position, travel is required and may include being on-call during non-traditional hours. Ongoing training is provided, as is access to support services for the worker. This position is eligible for overtime pay.

### **Responsibilities may include, but are not limited to:**

- Attending ongoing training to develop comprehensive knowledge of State and Federal social welfare laws, rules, regulations, and evolving protocols regarding adult abuse and neglect.
- Conducting investigations concerning allegations of abuse or neglect by talking with and visually observing affected individuals; talking with immediate family, relatives, neighbors, teachers, nurses, doctors, and relevant others and reviewing any pertinent records.
- Making an initial assessment of the validity of allegations and the degree of danger that adults are in, documenting the results of investigations of the accused.
- Completing family assessments to determine dynamics and problems that may be precipitating abuse or neglect situations.
- Developing effective interventions to strengthen families that address safety, well-being, and permanency of adults.
- Preparing safety, service, and treatment plans to remedy contributing problems and stop behavior patterns of abuse/neglect/exploitation and solicit family cooperation.
- Engaging families in counseling to resolve problems, referring them to other available resources, and monitoring safety and risk of further abuse or neglect to prevent recurrence.
- Filing petitions with the court as needed to ensure the safety of adults, testifying before the court, and making appropriate placements of adults, including but not limited to staying with relatives, residential treatment facilities, or in an emergency shelter.
- Evaluating the progress of families or living environments towards meeting objectives of safety/service/treatment plans, the need to modify plans, and the eventual disposition of cases.

- Maintains a caseload for programs and service with the adult population. Takes, evaluates and approves customer applications for services and eligibility criteria. Responsible for maintaining active cases for Health Care Surrogate, Guardianship, Homeless , Adult Family Care and Assisted Living.

Applicants must possess a valid WV driver’s license, and reliable transportation. Applicants also must have strong communication skills, both oral and written, and maintain detailed case records and extensive documentation. Overtime hours and frequent travel may be required. Successful completion of a background check is required for employment.

**Counties of work: Boone, Mason & Putnam**

**Position Number(s): 0511P04123**

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<https://dhhr.wv.gov/vip/Pages/default.aspx>

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**Minimum Qualifications:**

<b>Education:</b>	Bachelor's degree from an accredited college or university.
<b>Experience:</b>	None.
<b>Special Requirement:</b>	Valid driver’s license. Accessibility to a phone.

**Note:** At the appointing agency’s discretion, competitive applicants may receive probationary appointment pending official verification of the qualifying training, examination or certification. The qualifying training, examination or certification must be verified before the employee may be certified permanent.

**Benefits Include:**

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness programs
- Retirement
- Tuition reimbursement

The West Virginia Department Of Human Services is an Equal Opportunity employer. This position announcement is established as of April 25, 2024, and will remain open until May 1, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to: [OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). Please put BSSAPS017 in the subject line of your email.

**Note:** Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.

