

**Child Protective Service Worker**  
**BSSN053-C**  
**Barbour/Taylor/Preston Counties**  
**\$44,850 - \$74,750**

**General Description:**

This position protects children who are experiencing abuse, neglect or may be at risk of immediate danger; provide access to services that support children and families during times of hardship; and work with families to help resolve conflicts and access social services. This position is critical to the health and safety of West Virginia's children. 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 children, 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. May perform other duties as assigned.

**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 child 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, doctors, and relevant others and reviewing any pertinent records.
- Making an initial assessment of the validity of allegations and the degree of danger that children 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 children.
- 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 children, testifying before the court, and making appropriate placements of children, including but not limited to staying with relatives, in foster homes, 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.

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.

**\*\*As of December 14, 2022, Gov. Jim Justice authorized a \$5,000 hiring bonus for the positions of Child Protective Service (CPS) Worker and Social Service Worker 3 (Youth Services). This requires a one-year employment commitment in Berkeley, Jefferson and Morgan counties. Twenty-six counties are eligible for a \$2,500 hiring bonus for the positions of CPS Worker and Social Service Worker 3 (Youth Services), which also requires a one-year employment commitment. The counties are Cabell, Calhoun, Clay, Fayette, Gilmer, Grant, Greenbrier, Hardy, Harrison, Kanawha, Lewis, Logan, Marion, Mercer, Mineral, Mingo, Monongalia, Monroe, Nicholas, Pocahontas, Preston, Roane, Summers, Taylor, Wayne, and Webster.\*\***

OUR EEOP UTILIZATION REPORT MAY BE FOUND AT:  
[HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX](http://www.dhhr.wv.gov/vip/pages/welcome.aspx)

**Position Number(s):** 0511P04454 0511P06270 0511P03960 0511P06102

**Minimum Qualifications:**

|                              |   |
|------------------------------|---|
| <b>Education:</b>            | Bachelor's degree from an accredited college or university. |
| <b>Experience:</b>           | None.   |
| <b>Special Requirements:</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. Applicants may be appointed for a period not to exceed sixty (60) days from date of hire pending verification of licensure. Applicants must agree in writing to verify licensure within sixty (60) days and pass the competency exam after pre-service training or be dismissed. Employees working under this restriction shall not perform any social work duties until the license is verified.

**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

The West Virginia Department Of Human Services is an Equal Opportunity employer. **This position announcement is established as of April 26th, 2024, and will remain open until May 3rd, 2024.** Submit a paper application or detailed resume and any correspondence concerning this vacancy to: [OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). **Please put BSSN053-C 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.