

Social Services Case Aide

BSSN091

Hampshire/Mineral/Grant/Hardy/Pendleton/Tucker/Morgan Counties

\$31,350 - \$52,250

General Description:

Under general supervision, performs work at full-performance level providing a variety of health and human services program activities in an assistant role. Work involves logging information into client and court cases; scanning case reports; communicating efficiently with clients; transporting clients; and maintaining up-to-date calendars for child protective service workers, supervisors, and coordinators. Work must adhere to guidelines and department policy. Certain assignments mandate training within a specified period after employment. Requires use of a personal vehicle for work-related travel. May be required to confront situations that are potentially dangerous to both client and worker. Performs related tasks as required. Mandatory overtime may be required for this position.

Distinguishing Characteristics

These positions have little to no discretion and serve in an assist role.

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT: <https://dhhr.wv.gov/vip/Pages/default.aspx>
#DoHSJobs

Position Number: 0511P06062

Minimum Qualifications

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| Education: | High school diploma or the equivalent. |
| Experience: | None. |
| Special Requirements: | Valid driver's license. |

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 30th, 2024, and will remain open until May 7th, 2024.** Submit a paper application or detailed resume and any correspondence concerning this vacancy to: OHRMOSAClassComp@wv.gov. **Please put BSSN091 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.