

**Social Services Case Aide**  
**BSSS072**  
**Mason/Jackson/Roane/Calhoun Counties**  
\$31,350 - \$52,250

**General Description:**

Under general supervision, worker performs work at full performance level providing a variety of health and human service program activities in a helper capacity. Work involves extensive client contact. Worker often performs work independently under the direction of and in consultation with a professional staff member. Certain areas of assignment may include specific training prior to or within a specific period of time after employment. Work requires the use of an automobile for travel. Worker may be required to deal with situations which are potentially dangerous to client and worker. Other duties include data entry in facts computer system, setup and record multi-disciplinary treatment meetings, setup multi-disciplinary treatment meetings, setup appointments with appropriate medical personnel, including physical and mental health. Mandatory overtime may be required for this position.

**Mason/Jackson/Roane/Calhoun Counties**  
**0511P06128**

OUR EEOP Utilization report may be found at:  
<https://www.dhhr.wv.gov/vip/pages/welcome.aspx>  
#DoHSJobs

**Minimum Qualifications**

<b>Education:</b>	High school diploma or the equivalent.
<b>Experience:</b>	None.
<b>Special Requirements:</b>	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 March 27, 2024, and will remain open until April 4, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to:  
[OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). Please put BSSS072 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.