

## **Adult Protective Service Worker Senior**

**BSSAPS012**

**Berkeley, Jefferson, Morgan**

**\$44,850 - \$74,750**

### **General Description:**

The Adult Protective Service Worker Senior positions perform work that is characterized by cases involving abuse, neglect, and exploitation of vulnerable adults as well as serving as a legal guardian or health care surrogate in these cases. As lead workers, these positions are expected to provide leadership and guidance in the investigation, assessment, and intervention of adult abuse, neglect, and exploitation cases while maintaining their own caseload. These positions involve social casework, family intervention services, and access to support services for both adults and families facing hardship. Work requires collaboration with multiple organizations. These positions may serve as back-up to the supervisor. Work requires the use of a personal vehicle for travel. These positions are subject to being on-call during non-business hours and may be required to work overtime. Perform related work as required.

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, 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 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 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 children, testifying before the court, and making appropriate placements of adults, 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.
- 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.

**Position Number:** 0511P04240

**Minimum Qualifications:**

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| <b>Education:</b>                | Bachelor's degree from an accredited college or university.  |
| <b>Experience:</b>               | Three (3) years of full-time or equivalent part-time experience in adult services in a public or private health and human services agency.     |
| <b>Special Requirements:</b>     | Valid driver's license. Accessibility to a phone.  |
| <b>Internal Applicants Only:</b> | One (1) year of full-time or equivalent part-time experience as an Adult Protective Service Worker may substitute for the required experience. |

**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 Human Services is an Equal Opportunity employer. **This position announcement is established as of February 16, 2024, and will remain open until February 23, 2024 .** Submit a paper application or detailed resume and any correspondence concerning this vacancy to: [OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). Please put **BSSAPS012** 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.