

Social Service Case Coordinator
BSSN070-A
Wood/Wirt
\$34,500 - \$57,500

General Description:

Under supervision, worker provides advanced level support to child protective services to assist them in the performance of their duties. Worker reviews records including but not limited to medical treatment, educational, and service provider documentation. Work includes attending meetings, conducting safety checks, and making recommendations to the Child Protective Service Worker who is assigned the case. Conducts home visits with families to monitor child safety and well-being as a part of safety analysis and planning. Conducts walk-through safety assessment of prospective kinship/relative provider homes and submits documentation to initiate the home study process. Work may require the use of a personal vehicle for extensive travel. Performs related work as required. Mandatory overtime is an essential function of this position.

DHHR's EEOP utilization report can be found at: <https://dhhr.wv.gov/vip/Pages/default.aspx>
#DoHSJobs

Position Number: 0511P05974

Minimum Qualifications:

Education:	High school diploma or the equivalent.
Licensure/Certifications:	None.
Experience:	Two (2) years of full-time or equivalent part-time experience.
Special Requirements:	Valid driver's license. Accessibility to a phone.
Internal Applicants Only:	One (1) year of full-time or equivalent part-time experience as a Social Service Case Aide.

Substitution Information: Additional education and experience may be substituted based on a year-for-year basis or as determined by the Office of Shared Administration Equivalency Chart.

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 29, 2024, and will remain open until April 5, 2024. Submit a

paper application or detailed resume and any correspondence concerning this vacancy to:
OHRMOSAClassComp@wv.gov. Please put BSSN070-A 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.