

ADULT PROTECTIVE SERVICE WORKER TRAINEE**Nature of Work**

Under close supervision, performs in a training capacity for approximately one year learning the techniques of social casework in the area of Adult Protective Services. The primary function of the class is to apply the training received in the specialized techniques of protective service casework; however, the employee is expected to bring social casework knowledge and experience to the job. The nature of the situations requires judgment to deal with problems that are potentially dangerous to the client and the worker. Work requires the use of personal automobile for travel. May be subject to being on-call during non-business hours and must be available and have access to a telephone. Performs related work as required.

Examples of Work

- Learns the techniques of conducting investigations concerning allegations of abuse, including sexual abuse, by talking with and visually observing affected individual; talks with immediate family, relatives, neighbors, teachers, doctors, and relevant others and reviews any pertinent records.
- Learns to defuse possibly hostile situations wherein a person may be a threat to self or others.
- Learns to make initial assessment of validity of the allegation and the degree of danger that the adult is in; documents the results of the investigation.
- Learns to assess family and/or residential dynamics and problems that may be precipitating an abusive situation.
- Learns to prepare a complete client service plan to remedy contributing problems and stop behavior patterns of abuse/neglect/exploitation and solicits family/caregiver cooperation.
- Learns to engage family or caretaker in methods to solve problems, refers them to available resources, and monitors situation to prevent a reoccurrence of abuse.
- Learns to file petition with the court when the adult is judged to be in imminent danger and testifies before the court in order to remove an adult from the family and/or residential situation; learns to make appropriate placement of adult with relatives, in Adult Family Care homes, nursing homes, residential boarding care, personal care homes, or in an emergency shelter.
- Learns to offer alternatives to living environment if the client has been deemed incapacitated or incompetent; arranges placement of the adult client in an alternative living environment.
- Evaluates periodically the progress of the adult or living environment towards meeting objectives of the service plan, the need to modify the plan, and the eventual closing of the case.
- May learn to complete and participate in court processes, including but not limited to guardianship/conservatorship hearings, mental hygiene petitions, and mental hygiene orders following the execution of an Order of Attachment as dictated by the client's circumstances. May learn to complete annual court reports for guardianship cases.

ADULT PROTECTIVE SERVICE WORKER TRAINEE (CONT'D)**Examples of Work (cont'd)**

May learn to monitor Health Care Surrogate and guardianship cases according to policy, including end-of-life decision making.

Knowledge, Skills, and Abilities

Knowledge of social work theory, casework methods, and community organization/resources.

Knowledge of human behavior and the behavioral sciences, particularly concerning human development, aging, family dynamics, and interpersonal relationships.

Ability to gain an extensive knowledge of the Code of Ethics to make required ethical decisions.

Ability to learn State and Federal social welfare laws, rules, and regulations.

Ability to learn to assess emotional states, behavioral indicators, family dynamics, and overt signs of abuse in order to determine whether an abusive situation exists.

Ability to formulate client service and treatment plans.

Ability to learn to influence people to engage in problem-solving activities and to change attitudes and behavior.

Ability to work effectively with judges and law enforcement officials.

Ability to communicate with individuals who have emotional or mental problems.

Ability to communicate both orally and in writing.

Ability to maintain case records and documentation, prepare reports, and compose correspondence both in written and database format.

Ability to operate a computer.

Minimum Qualifications

Training: Bachelor's degree in Social Work from an accredited four-year college or university.

Substitution: Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an accredited four-year college or university may be substituted for the degree in Social Work **OR** current West Virginia Social Work License.

Special Requirement: Eligible for Temporary Social Worker License **OR** Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

NOTE: 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 days or be terminated. Employees working under this restriction shall not perform any social work duties until license is verified.

Promotion Only: In addition to the Special Requirement, four years of full-time or equivalent part-time paid experience as a Social Service Worker, Social Service Supervisor, Family Support Specialist or Family Support Supervisor.

ADULT PROTECTIVE SERVICE WORKER TRAINEE (CONT'D)

For the Bureau for Children and Families

Training: Bachelor's degree from an accredited four-year college or university.

Substitution: Current West Virginia Social Work License

Promotion Only: Four years of full-time or equivalent part-time paid experience as a Social Service Worker, Social Service Supervisor, Family Support Specialist, or Family Support Supervisor.

Established: 03/17/05

Effective: 04/01/05

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