

CLASSIFICATION: ADULT PROTECTIVE SOCIAL WORKER TRAINEE

Class Code: 8353-17

Date Established: 10-09-03

Occupational Code: 7-7-7

Date of Last Revision: 7-17-15

Exempt Status: Non- Exempt

BASIC PURPOSE: To perform Adult Protective service investigations, social work assessments and case management, under the supervision of an experienced Adult Protective Social Worker.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Receives, records and refers reports of adult abuse to supervisor for education and critiquing regarding appropriate clinical methods.
- Performs clinical interviews with alleged victim and collateral contacts to gain information regarding self-neglect or adult abuse, under the guidance of a supervisor.
- Performs social work assessment and crisis resolution interventions for adults who are at high risk of institutionalization.
- Learns to recommend investigation findings and follow-up plans for supervisory and peer review.
- Participates in a quality assurance program by performing standardized interviews and assessments.
- Develops skills regarding varied social issues including homelessness, alcohol, drug abuse, mental health and deteriorating physical health, to develop preventative and crisis resolution interventions.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college with major study in social work, sociology, psychology, human services, or related behavioral science fields.

Experience: One year of relevant employment experience.

License/Certification: Valid New Hampshire driver's license and/or have access to transportation for statewide travel. Completion of one year of orientation training.

RECOMMENDED WORK TRAITS: Knowledge of the principles and methods of social work and of the availability and use of community resources. Ability to use insight and imagination in evaluating situations and in making decisions. Ability to communicate effectively. Ability to establish and maintain effective working relationships with clients, their relatives, public and community officials, other social agencies, education, medical and judicial agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.