

CLASSIFICATION: ADULT PROTECTIVE SOCIAL WORKER I

Class Code: 8354-19

Date Established: 10-09-03

Occupational Code: 7-7-7

Date of Last Revision: 7-17-15

Exempt Status: Non- Exempt

BASIC PURPOSE: Performs a wide range of complex professional adult protective social work interventions, which include investigations, education and prevention of adult abuse, under the oversight of a supervisor.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Receives, records and refers reports of adult abuse to the supervisor.
- Receives, records and processes client intakes to receive social services and assesses clients for financial eligibility.
- Performs intervention planning required for vulnerable individuals to receive social services.
- Performs short and long term case management and supportive counseling for vulnerable individuals.
- Assists in researching financial records including gathering and verifying collateral data.
- Performs investigations relating to self-neglect of adults, in order to secure and coordinate community support services for correction and prevention of adult abuse.
- Performs activities necessary to secure needed guardianship.
- Performs community education and community development activities to assess community needs and resources.

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 achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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 a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

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MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in social work, sociology, psychology, human services, or behavioral sciences.

Experience: One year of related social work experience.

License/Certification: Valid New Hampshire driver's license and/or have access to transportation for statewide travel.

SPECIAL QUALIFICATIONS: Satisfactorily completes within one year orientation training (18hrs), Introduction to Adult Protective Services (18 hrs), and APSW II training (30 hrs); additionally, if the degree is not in social work, must satisfactorily complete core training (30 hrs).

Successfully completes 18 hours annually of DEAS sponsored and/or approved continuing education/training.

RECOMMENDED WORK TRAITS: Considerable knowledge of the principles and methods of social work, availability and use of community resources. Knowledge of involved environmental problems arising in connection with casework. Ability to exercise good judgment in evaluating situations and in making decisions. Ability to interpret departmental policy, procedures and objectives. Ability to write case histories and related reports. Ability to communicate effectively. Ability to establish and maintain effective working relationships with representatives of other social agencies, institution officials, the public and clients. 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.