

CLASSIFICATION: ADULT PROTECTIVE SOCIAL WORKER II

Class Code: 8355-21

Date Established: 10-09-03

Occupational Code: 7-7-7

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: Performs complex interventions relating primarily to adult self-neglect, and performs social work case management for adults at high risk for institutionalization.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Receives, records and reports adult abuse and other intake processes to assess for possible investigations.
- Investigates alleged self-neglect based adult abuse, including clinical interviews with the alleged victim's family and collateral contacts.
- Assesses illegal self-neglecting adult behaviors regarding mental competence, mental illness, physical deterioration and dysfunctional communications.
- Analyzes complex data, policies, laws, individual family dynamics, human rights and service provider procedures, to determine self-neglect or self-determination of adult and assess each for possible legal protection.
- Independently recommends investigation findings and follow up plans for supervisory review.
- Performs probate court or other court mandated assessment, including social work recommendations, service planning and on-going social work case management for adults, including long term domestic violence issues, substance abuse issues, mental illness and/or physical deterioration of the adult.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

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 reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

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 objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

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MINIMUM QUALIFICATIONS:

Education: Masters degree in social work, sociology, psychology, human services, or related behavioral sciences from an accredited college.

Experience: One year of relevant social work experience.

OR

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

Experience: Two years of relevant social work experience.

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

SPECIAL QUALIFICATIONS: Unless completed in previous year, satisfactorily completes within one year of orientation training (18 hrs), 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: Knowledge of the principles and methods of social work and availability and use of community resources. Knowledge of involved psychological and environmental problems arising in connection with case work. Ability to exercise good judgment in evaluating situations and in making decisions. Ability to write case histories and related reports. Ability to interpret departmental policy, procedures and objectives. 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.