

CLASSIFICATION: ADULT PROTECTIVE SOCIAL WORKER III

Class Code: 8356-23

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 perpetrator based abuse and exploitation of incapacitated adults.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Receives and records reports of adult abuse including assessing for investigation of abuse, exploitation or criminal neglect.
- Performs collateral and clinical interviews and gathers data relating to allegations.
- Determines if there is imminent danger to the alleged victim.
- Analyzes and interprets complex data, policies and laws, to resolve investigated situations.
- Collaborates with law enforcement, legal authorities, courts, administrative hearings and other entities before, during and post investigation.
- Performs clinical and forensic assessments and follow up social work for problem resolution.
- Provides preventative education to families, facilities providers and collaborative organizations.

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 expertise to resolve problems of a specialized or professional nature in a wide range of applications.

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 direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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 independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Master's degree from an accredited college in social work, sociology, psychology, human services, related behavioral sciences, or criminal justice.

Experience: Two years' experience in performing legally mandated protective service investigations or three years experience in social services, working with the elderly and/or adults with disabilities, living independently. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

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

SPECIAL QUALIFICATIONS: Unless completed in previous two years, satisfactorily completes within one year, orientation training (18 hrs), Introduction to Adult Protective Service Worker (18 hrs), and APSW III training (42 hrs.); additionally, those without a degree 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 psychological and environmental problems arising in connection with casework. 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.