



# Adult Protective Services Specialist II

Salary Group: B17  
Class Code: 5003

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ADULT PROTECTIVE SERVICES SPECIALIST I	5002	B16	\$40,918 - \$61,130
<b>ADULT PROTECTIVE SERVICES SPECIALIST II</b>	<b>5003</b>	<b>B17</b>	<b>\$42,976 - \$64,469</b>
ADULT PROTECTIVE SERVICES SPECIALIST III	5004	B18	\$45,521 - \$71,055
ADULT PROTECTIVE SERVICES SPECIALIST IV	5005	B19	\$48,244 - \$76,028
ADULT PROTECTIVE SERVICES SPECIALIST V	5006	B20	\$51,158 - \$81,351

## GENERAL DESCRIPTION

Performs routine (journey-level) adult protective services work. Work involves obtaining information; investigating reports of alleged abuse, neglect, or exploitation of the elderly and adults with disabilities; and participating in taking corrective action. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Obtains information; investigates reports of alleged abuse, neglect, or exploitation of the elderly or adults with disabilities; and investigates emergency situations.

Writes reports summarizing the facts obtained during the investigations and takes corrective action.

Assesses client needs for degree and priority of services and develops service plans.

Advises, counsels, and interviews clients, family members, and others to gather social, functional, and physical and mental health information for evaluation.

Advises and counsels clients and caregivers during stressful situations.

Removes persons in dangerous situations from homes and admits them to emergency shelters until other services are found.

Arranges for medical and psychiatric examinations or treatments.

Monitors service plans to ensure that the needs of the elderly or adults with disabilities are met.

Prepares and maintains case documentation.

Testifies in court.

May make presentations and participate in community awareness and related activities to inform the public about the program.

May prepare statistical and special reports for management.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in social work. Graduation from an accredited four-year college or university with major coursework in social work, counseling, psychology, criminal justice, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the laws and regulations related to abuse, neglect, and exploitation of the elderly or adults with disabilities; community social services resources; the laws and regulations related to adult protective services; gerontology and the dynamics of the aging process; special challenges related to adults with disabilities and the elderly; and crisis intervention techniques and skills.

Skill in interviewing and in the use of a computer and applicable software.

Ability to obtain information and conduct investigations, to develop client programs, to evaluate living conditions, to prepare reports, to testify in court, and to communicate effectively.