



# Adult Protective Services Specialist III

Salary Group: B17  
Class Code: 5004

| <u>CLASS TITLE</u>                              | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u>        |
|---|-------------------|---------------------|----------------------------|
| ADULT PROTECTIVE SERVICES SPECIALIST I          | 5002              | B15                 | \$32,976 - \$52,045        |
| ADULT PROTECTIVE SERVICES SPECIALIST II         | 5003              | B16                 | \$34,918 - \$55,130        |
| <b>ADULT PROTECTIVE SERVICES SPECIALIST III</b> | <b>5004</b>       | <b>B17</b>          | <b>\$36,976 - \$58,399</b> |
| ADULT PROTECTIVE SERVICES SPECIALIST IV         | 5005              | B18                 | \$39,521 - \$64,449        |
| ADULT PROTECTIVE SERVICES SPECIALIST V          | 5006              | B19                 | \$42,244 - \$68,960        |

## GENERAL DESCRIPTION

Performs moderately complex (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 taking corrective action. May provide guidance to others. Works under general supervision, with moderate 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 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.

Conducts risk assessments of protective services cases, and determines and implements case actions.

Prepares statistical and special reports for management.

Maintains documentation on cases.

Makes presentations and participates in community awareness and related activities to inform the public about the program.

Testifies in court.

May provide guidance to others.

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; of community social services resources; of the laws and regulations related to adult protective services; of gerontology and the dynamics of the aging process; of special challenges related to adults with disabilities and the elderly; and of 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, to conduct risk assessments, to communicate effectively, and to provide guidance to others.