

**Adult Protective Services Specialist IV**

Salary Group: B18

Class Code: 5005

<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
ADULT PROTECTIVE SERVICES SPECIALIST III	5004	B17	\$36,976 - \$58,399
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 highly complex (senior-level) adult protective services work. Work involves obtaining information, investigating and analyzing protective services problems, and taking corrective action for the elderly and adults with disabilities. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts specialized investigations of 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.

Reviews referrals and makes case assignments.

Instructs staff on work methods, organizational procedures, and case documentation techniques.

Develops community resources to serve the needs of clients and participates in community awareness activities.

Develops individualized service plans to meet the needs of protective services clients.

Participates in developing policies, procedures, and standards.

Gathers and interprets statistics, and prepares statistical and special reports for management.

Testifies in court.

May supervise the work of 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 and 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 develop community resources; to develop policies, procedures, and standards; to communicate effectively; and to supervise the work of others.