

**Adult Protective Services Specialist I**Salary Group: B16
Class Code: 5002

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ADULT PROTECTIVE SERVICES SPECIALIST I	5002	B16	\$37,918 - \$58,130
ADULT PROTECTIVE SERVICES SPECIALIST II	5003	B17	\$39,976 - \$61,399
ADULT PROTECTIVE SERVICES SPECIALIST III	5004	B18	\$42,521 - \$67,671
ADULT PROTECTIVE SERVICES SPECIALIST IV	5005	B19	\$45,244 - \$72,408
ADULT PROTECTIVE SERVICES SPECIALIST V	5006	B20	\$48,158 - \$77,477

GENERAL DESCRIPTION

Performs entry-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 close supervision, with minimal 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; investigates emergency situations; 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.

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 documentation and seeks court orders for emergency protective services actions.

Prepares and maintains case documentation.

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

May prepare routine, statistical, and special reports for management.

May testify in court.

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.