

ADULT PROTECTIVE SERVICES INVESTIGATOR

Division of Aging and Adult Services
Various locations within Maricopa County, Arizona

Openings: 8

Grade: 18

NOTE: This announcement is open until a sufficient number of resumes are received.

NOTE: In-state travel is required. Requires possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Arizona Administrative Code R2-10-207.12.). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.

Under general supervision, the Adult Protective Services Investigator (Human Services Specialist III) performs a variety of case related activities involved in providing direct and indirect assistance to vulnerable, elderly and/or incapacitated adults. Major duties include the investigation, assessment, evaluation and provision of services for vulnerable or incapacitated adults, 18 years and older, who are alleged to be abused, neglected or exploited and determines if there is a need of any protective and/or social services. This position makes time sensitive contacts with clients, significant others, interviews those who may have knowledge of the situation; and researches, obtains and analyzes complex financial and medical documents including psychological evaluations, as appropriate.

Knowledge of: Federal and state laws, regulations and policies as they relate to Adult Protective Services; risk assessment for elder mistreatment, human behavior; abusive adults; medical illnesses and psychological abuse; substance abuse and its effects; domestic violence as it relates to domestic violence, in later life; conflict resolution techniques; judicial system as it relates to the appointment of Guardian/Conservator; legal issues and social work principles; physical behavioral indicators of abuse and/or neglect of mentally disabled and/or seriously mentally ill (SMI) adults and frail elderly; appropriate interventions for a variety of behavioral, developmental and psychological symptoms; statewide community resources; APS statutes; Cue questions; determining vulnerability and incapacity; and automated client file.

Skill in: Interviewing and communication, particularly listening via telephone; oral and written communication, especially grammar and punctuation; needs assessment of vulnerable and frail elderly; organization and time management; and computer software packages such as Windows, Outlook, and Word.

Ability to: Effectively communicate to extract pertinent information; accurately apply confidentiality statute and policies and procedures; search the APS computer system to research information; write a clear and concise report that reflects the alleged abuse, neglect and/or

exploitation; evaluate risk and to maintain files and all pertinent data; enter, retrieve and correct data in automated system; use a variety of computer software packages (e.g. Excel, Word, Power Point) and set priorities and delegate work assignments.

NOTE: Applicants for this position shall be subject to a search of the Child Protective Services Central Registry. Applicants for this position will be required to apply for and show proof of receipt of a valid Arizona Fingerprint Clearance Card that meets DES requirements for a Level One card.

We offer a comprehensive benefits package that includes 12 days' sick leave, 13 days' vacation, 10 paid holidays per year, health and dental insurance, life and long-term disability insurance. Optional employee benefits include short-term disability, deferred compensation, and supplemental life insurance.

Employees must participate in the Arizona State Retirement System (ASRS). Enrollment eligibility becomes effective after 27 weeks of employment.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting Human Resources Administration at (602) 771-2870. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.

To apply, please visit www.azstatejobs.gov and select "**Job ID #9479.**"

Salary range is \$31,110 - \$43,436.