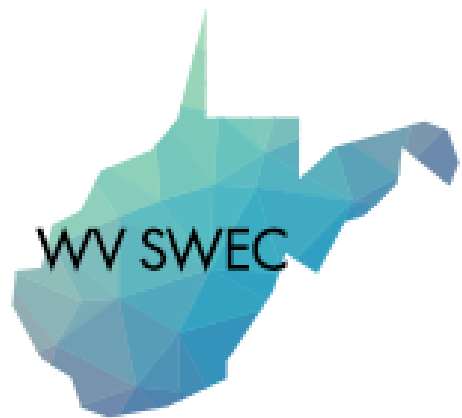


WEST VIRGINIA  
Department of



The IV-E Stipend Program in Coordination with  
The West Virginia Department of Health and  
Human Resources and WV SWEC



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# West Virginia Bureau for Social Services

## **West Virginia DHHR Mission Statement**

The Mission of the West Virginia Department of Health and Human Resources is to collaborate with stakeholders to promote, protect, manage, and provide appropriate health and human services for our residents to improve their health, well-being and quality of life.

## **Bureau for Social Services Mission Statement**

The Bureau for Social Services promotes the safety, permanency, and well-being of children and vulnerable adults, supporting individuals to succeed and strengthening families.

## **Bureau for Social Services Vision Statement**

All West Virginians experience safe, stable, healthy lives and thrive in the care of a loving family and community.

## **Bureau for Social Services Values**

**Professionalism-** Personal and professional accountability, community service, customer focus.

**Integrity-** Competence, courage, compassion, ethical conduct, dedication.

**Excellence-** Quality, effectiveness, outcome-oriented, data-driven decisions.

**Relationships-** Respectful, responsive, collaborative, participatory, follow the parallel process.

**Staff Contributions-** Shared responsibility, equality, inclusion, honor individual differences.

## **What is the IV-E Stipend Program?**

This program is also known as the Public Child Welfare Training Program or the Title IV-E Child Welfare Stipend. It is a federally funded program that provides financial support to students that are committed to pursue a career in child welfare.

This program helps facilitate a relationship between BSW or MSW students and the WV DHHR to support their professional development. The ultimate goal of the program is to strengthen West Virginia's public child welfare workforce and to produce social work leaders, public child welfare practitioners, and public child welfare supervisors or managers.

## **What is WV SWEC?**

The West Virginia Social Work Education Consortium (WV SWEC) is comprised of colleges and universities in West Virginia with a Bachelors of Social Work Program or greater. The organization's purpose is to ensure that each social work student in the state is receiving consistent and quality training in social work.

For more information you can access [WV SWEC Information](#).

## **Still Interested in Applying?**

If you are interested in applying for the scholarship, refer to page 5 for links to the application process, contact information, and requirements/expectations for the program. If you would like further clarification please contact the IV-E Stipend Liaison, Kayla Fournier, via email at [Kayla.M.Fournier@wv.gov](mailto:Kayla.M.Fournier@wv.gov) or University Faculty as outlined on page 5.

## West Virginia Social Work Education Consortium (WV SWEC)

| University                     | BSW                                     | MSW                                     | Contact Person  | IV-E Links                              |
|--------------------------------|---|---|---|---|
| Concord University             | <a href="#">BSW Program Information</a> | <a href="#">MSW Program Information</a> | <p style="text-align: center;"><b>Dr. Scott Inghram</b><br/>MSW Program Director Prof. of Social Work 304-384-5215<br/><a href="mailto:ingramcs@concord.edu">ingramcs@concord.edu</a></p> <p style="text-align: center;"><b>Samantha Byrd</b><br/>Asst. Prof. of Social Work 304-384-5353 <a href="mailto:sbyrd@concord.edu">sbyrd@concord.edu</a></p> <p style="text-align: center;"><b>Vanessa Howell</b><br/>Operations Coordinator 304-384-6260</p> <p style="text-align: center;"><b>Dr. Joan Pendergast</b><br/>BSW Program Director, Associate Prof. of Social Work<br/>304-384-5289</p> | <a href="#">Scholarship Information</a> |
| Marshall University            | <a href="#">BSW Program Information</a> | <a href="#">MSW Program Information</a> | <p style="text-align: center;"><b>Jo Dee Gottlieb</b><br/>BSW Director 304-696-2791<br/><a href="mailto:Gottlieb@marshall.edu">Gottlieb@marshall.edu</a></p>  | <a href="#">Scholarship Information</a> |
| Shepherd University            | <a href="#">BSW Program Information</a> | No                                      | <p style="text-align: center;"><b>Karen Green</b><br/>Dept. Chair, Associate Prof. of Social Work, Director of Field Education <a href="mailto:kgreen@shepherd.edu">kgreen@shepherd.edu</a> 304-876-5458</p> <p style="text-align: center;"><b>Craig Cline</b><br/>Asst. Prof. of Social Work, BSW Program Director<br/><a href="mailto:ccline@shepherd.edu">ccline@shepherd.edu</a> 304-876-5337</p>   | <a href="#">Scholarship Information</a> |
| West Liberty University        | <a href="#">BSW Program Information</a> | No                                      | <p style="text-align: center;"><b>Sylvia Hawranick Senften</b><br/>EdD, MSW Program Director, Professor of Social Work<br/>304-336-8089 <a href="mailto:shawranick@westliberty.edu">shawranick@westliberty.edu</a></p>  |   |
| West Virginia University       | <a href="#">BSW Program Information</a> | <a href="#">MSW Program Information</a> | <p style="text-align: center;"><b>Jacki Englehardt</b><br/>MSW, ACSW Title IV-E, Child Welfare Project Coordinator<br/>School of Social Work WVU 304-293-3280<br/><a href="mailto:Jacki.Englehardt@mail.wvu.edu">Jacki.Englehardt@mail.wvu.edu</a></p> <p style="text-align: center;"><b>Linda Grandon</b><br/>B.A. of Communication Studies Title IV-E Child Welfare<br/>Project Program Assistant II 304-293-3580<br/><a href="mailto:Linda.Grandon@mail.wvu.edu">Linda.Grandon@mail.wvu.edu</a></p>  | <a href="#">Scholarship Information</a> |
| West Virginia State University | <a href="#">BSW Program Information</a> | No                                      | <p style="text-align: center;"><b>Rita Brown</b><br/>Program Coordinator Office of Title IV-E/ Student Grant<br/>Department of Social Work 304-766-3273</p>   | <a href="#">Scholarship Information</a> |

## **If You Are Awarded the Scholarship...**

### **What to Report Throughout the Program**

1) You should report your grades to the IV-E Stipend Liaison every semester to ensure you are in compliance with your contract obligations.

a) Stipend Liaison:

Kayla Fournier

[Kayla.M.Fournier@wv.gov](mailto:Kayla.M.Fournier@wv.gov)

304-258-1350 Ext. 73058

2) You should report your number of credit hours for full time or part time students

3) If you are struggling in a class and are falling below compliance GPA

4) If you are having difficulty identifying a field supervisor or placement site

### **Questions to Think About in your Last Semester Prior to Graduation**

1) What office(s) would you prefer to work after graduation?

2) What position(s) are you interested in applying for?

3) Do you have any suggestions to make this process more efficient or successful?

4) Have you encountered any difficulties or barriers through this process? (Examples: arranging a field placement location, identifying a field supervisor, obtaining your license, or any other aspect of the program)

## Applying for a Position

- 1) If this is your first time applying with the State start here, if not skip to step six.
- 2) See the Apply Online Brochure on pages 7-8 for reference as you go through the process.
- 3) Browse open jobs <https://www.personnel.wv.gov>
  - a) Select “Search Available Jobs” and the job that you wish to apply for and is applicable to the IV-E Stipend restrictions
  - b) I have included sample job postings to assist you in applying for the correct position.
    - i) Child Protective Service Worker Trainee- Appendix B
    - ii) Social Service Worker III: Adoption Specialist- Appendix C
    - iii) Social Service Worker III: Youth Service Worker- Appendix D
    - iv) Social Service Worker III: Home Finding Worker - Appendix E
    - v) Social Service Worker III: Centralized Intake Worker- Appendix F
- 4) You will need to setup an account
- 5) You can upload your resume through the profile section
  - a) If you do not put in your resume you will need to fill everything in manually
  - b) You will need copies of your transcripts, drivers license, and DD-214 if applicable
- 6) You will need to upload one of the following: **Official** University Transcripts, Copy of Diploma, or Letter from the Registrar verifying your degree
  - a) The letter from the Registrar must be on school letterhead, states that you have completed all the requirements for your degree, and states that you will graduate on XX date.
  - b) DO NOT submit your application without one of those documents or it will not be accepted.

- c) You will still be required to produce your official transcripts or degree once they are available to you but your application will not be delayed as long as the letter from the registrar is provided initially.
- 7) Ensure that you choose that you will accept a position state-wide. We will do our best to hire you in your preferred county but there may be instances when that is not possible due to position availability.
- 8) As you fill out the application sections you may contact the IV-E Stipend Liaison for assistance
- 9) Certify everything is correct in your saved application before submitting it to apply for the position
- 10) You will receive a confirmation email following our submission of your application



# Obtaining Licensure Prior To Graduation

## Temporary License

This type of licensure allows the graduate to perform social work in West Virginia while preparing to sit for the appropriate level [ASWB](#) exam. The Provisional Permit License holder must attempt the exam under the permit issued to them; it is provisional pending passage of examination. Upon passage of examination, he/she will be eligible for a regular license.

Apply for this license in the final semester prior to your graduation. This license is only valid for six months.

How to apply:

- 1) You will need to submit a written request to the [WV Board of Social Work](#) along with a letter of good standing from the social work Department. In the request include the following information:

- a) Applicant Name
- b) Your Mailing address
- c) Contact Phone Number
- d) Email Address
- e) Academic Degree Major
- f) Accredited University Name
- g) Date of Graduation

- 2) WV Board of Social Work Contact Information

WV Board of Social Work  
PO Box 5459  
Charleston, WV 25361  
Fax: 304-400-4976  
Email: [Admin@wvsocialworkboard.org](mailto:Admin@wvsocialworkboard.org)

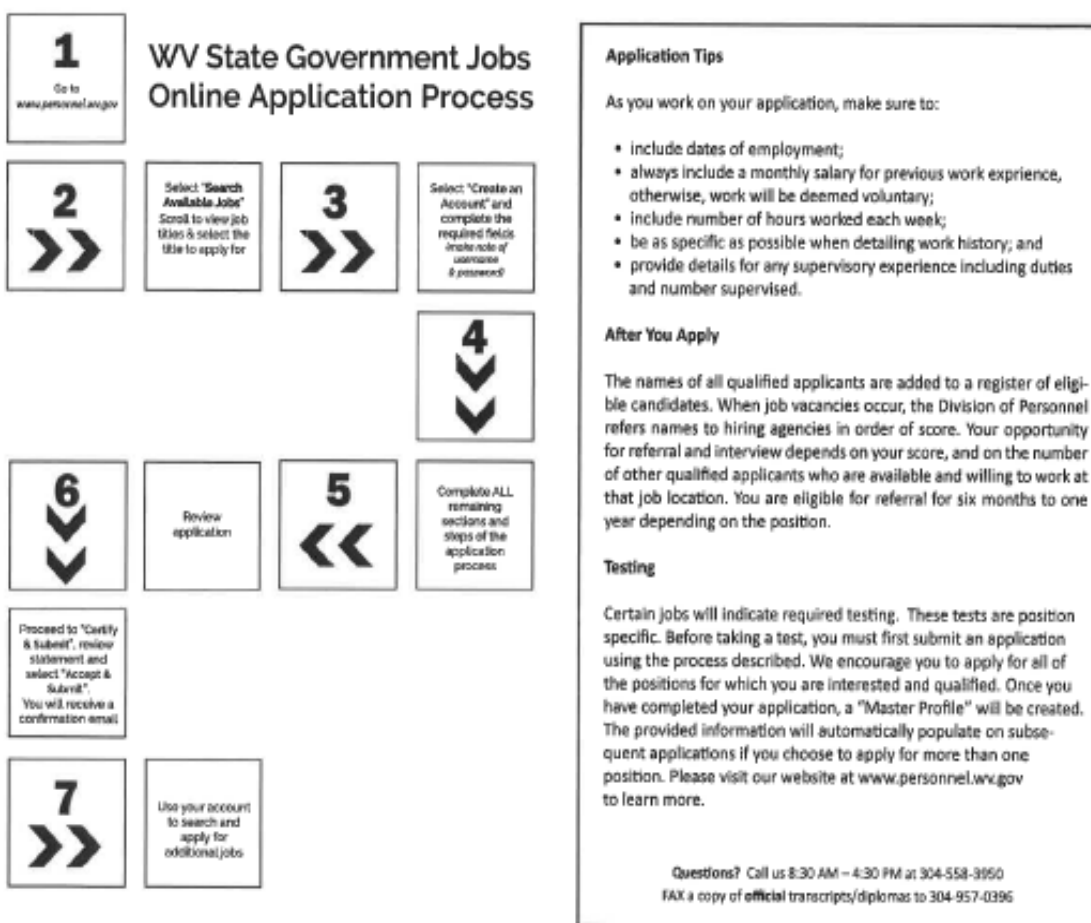
## **BSW or MSW Licensing Process**

- 1) Apply for your license through the [WV Board of Social Work](#)
  - a) Regular License
  - b) Provisional License
- 2) Once you have received the approval to test for your license you will then need to contact the [ASWB](#)
- 3) You will register with the ASWB and pay the associated fees
- 4) ASWB will send an authorization to test email (KEEP THIS EMAIL AUTHORIZATION) within 24 hours following your registration and exam fee payments.
- 5) Once you have received that confirmation you can schedule your testing through Pearson Vue.
- 6) Review the Candidate Handbook for TEST DAY tips and restrictions.

# Appendix A

## Online Application Process

This is a step-by-step progression of how to apply for a position within WV DHHR.



# Appendix B

## Child Protective Service Worker Trainee Sample Job Posting

This is a sample job posting for a Child Protective Service Worker Trainee for reference when looking to apply for a position.

9/30/22, 10:51 AM

Job Bulletin



**WEST VIRGINIA**  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Child Protective Service Worker Trainee**

*An Equal Opportunity Employer*

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|                        |   |
|------------------------|---|
| <b>SALARY:</b>         | \$2,694.67 - \$4,985.00 Monthly<br>\$32,336.00 - \$59,820.00 Annually |
| <b>DEPARTMENT:</b>     | DHHR - BCF - CENTRAL OFFICE   |
| <b>OPENING DATE:</b>   | 03/10/22  |
| <b>CLOSING DATE:</b>   | Continuous  |
| <b>NATURE OF WORK:</b> |   |

**Special hiring rates: \$35,257.20 - Bureau for Children and Families in Berkeley, Jefferson, and Morgan counties**

**This position is for the Bureau for Children and Families Only.** Under close supervision, performs in a training capacity for approximately one year learning the techniques of social casework in the area of Child Protective Services. Work is characterized by cases involving abuse/neglect/exploitation of children. The nature of the situations requires judgment to deal with problems that are potentially dangerous to the client and the worker. Work requires the use of personal automobile for extensive travel. May be subject to being on-call during non-business hours and must be available or be accessible by telephone. Requires extensive training to be fully accountable for a high volume of demanding and time-restricted cases. Performs related work as required.

**Click The APPLY Link Above To Apply Online.** Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please call our office (304) 558-3950 and dial 0 for special instructions.

**IMPORTANT:** Your eligible score will be based on information provided in your application; therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

**NOTICE:** If you are claiming college or other post-high school education or license, you MUST attach or provide by mail a legible copy of your OFFICIAL education transcript, license or training record. YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT UNTIL THIS VERIFICATION HAS BEEN RECEIVED. To avoid missing a job opportunity, it is important that you provide this verification as soon as possible. You only have to provide this verification one time. It is not required with every application. Attach documents to the online application, or mail to: Division of Personnel, 1900 Kanawha Blvd. E., Charleston, WV 25305.

### EXAMPLES OF WORK:

- Learns to work within a caseload that crosses program lines into adoption, foster care, legal guardianship, and others.

- Learns to conduct investigations concerning allegations of abuse by talking with and visually observing affected individual; talks with immediate family, relatives, neighbors, teachers, doctors, and relevant others and reviews any pertinent records.
- Learns to make initial assessment of validity of the allegation and the degree of danger that the child is in; learns to document the results of the investigation of the parent and/or caretaker.
- Learns to complete family assessment to determine dynamics and problems that may be precipitating an abusive situation.
- Learns to develop effective interventions to strengthen family that address safety, well-being, and permanency of children.
- Learns to prepare safety, service, and/or treatment plans to remedy contributing problems and stop behavior patterns of abuse/neglect/exploitation and solicits family cooperation.
- Learns to engage family in counseling to resolve problems, refers them to other available resources, and learns to monitor safety and risk of further abuse to prevent a reoccurrence of abuse.
- Learns to file petition with the court as needed to ensure safety of the child, testify before the court, and learns to make appropriate placement of child, including but not limited to staying with relatives, in foster homes, residential treatment facilities, or in an emergency shelter.
- Learns to evaluate the progress of the family or living environment towards meeting objectives of the safety/service/treatment plans, the need to modify the plans, and the eventual disposition of the case.
- Learns to maintain detailed case records and extensive documentation, prepare specialized reports, and composes correspondence.
- Attends extensive, ongoing training to develop comprehensive knowledge of State and Federal social welfare laws, rules, regulations, and evolving protocols regarding child abuse and neglect.
- Learns to conduct and facilitate Multi-Disciplinary Team Meetings.
- Learns to conduct validating interview of sexual abuse investigations.

**Knowledge, Skills, and Abilities:**

- Knowledge of social work theory, casework methods, and community organization.
- Knowledge of human behavior and the behavioral sciences, particularly concerning child development, family dynamics, and interpersonal relationships.
- Ability to learn State and Federal social welfare laws, rules, and regulations, particularly those concerning child abuse and neglect policy (i. e. Gibson, ASO, ASFA, Title IV-E, Chapter 49, Chapter 9000).
- Ability to learn to assess emotional states, behavioral indicators, family dynamics, and overt signs of abuse in order to evaluate safety and risk and determine whether an abusive situation exists.
- Ability to develop client safety, service, and treatment plans.
- Ability to learn to influence people to engage in problem-solving activities and to change attitudes and behavior.
- Ability to learn to work effectively with judges, law enforcement officials, and other professionals.
- Ability to communicate with individuals who have emotional or mental problems, substance abuse issues, and/or domestic violence situations.
- Ability to communicate effectively, both orally and in writing.
- Ability to learn to maintain detailed case records and extensive documentation, prepare specialized reports, and compose correspondence both in written and database format.
- Ability to operate a computer.
- Ability to pass competency testing.

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** Current West Virginia Social Worker License.

# Appendix C

## Adoption Worker Sample Job Posting

This is a sample job posting for an Adoption Worker for reference when looking to apply for a position.



**WEST VIRGINIA**  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Social Service Worker 3**

*An Equal Opportunity Employer*

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**SALARY:** \$2,310.75 - \$4,274.83 Monthly  
\$27,729.00 - \$51,298.00 Annually

**DEPARTMENT:** DHHR - BCF - CENTRAL OFFICE

**OPENING DATE:** 06/06/22

**CLOSING DATE:** 06/15/22 11:59 PM

**NATURE OF WORK:**

Job Posting BSSHFA0008

Under general supervision, performs advanced level professional social service work in providing adoption services for children the foster care system in WV. Works diligently toward finding children adoptive homes and or working toward establishing permanency. Interacts with a variety of professional practitioners in the areas of social work, mental health, court, and legal system. Job involves frequent travel using a personal automobile and may require after-hours and weekend emergencies. Responsible for written documentation of casework and related activities. Related duties as required. Adoption is a statewide unit and may require other areas as needed.

Position #0511P03989

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:  
<HTTPS://DHHR.WV.GOV/VIP/PAGES/DEFAULT.ASPX>

#DHHRJOBS

Counties- Wood, Jackson, Roane, Calhoun, Gilmer and Wirt

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

# Appendix D

## Youth Service Worker Sample Job Posting

This is a sample job posting for an Youth Service Worker for reference when looking to apply for a position.

9/30/22, 10:59 AM

Job Bulletin



**WEST VIRGINIA**  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Social Service Worker 3 - BCF Only**

*An Equal Opportunity Employer*

**SALARY:** \$2,541.83 - \$4,702.33 Monthly  
\$30,502.00 - \$56,428.00 Annually

**DEPARTMENT:** DHHR - BCF - CENTRAL OFFICE

**OPENING DATE:** 02/01/22

**CLOSING DATE:** Continuous

**NATURE OF WORK:**

**Special Hiring Rates:**

**\$33,274.80 - Bureau for Children and Families in Berkeley, Jefferson, and Morgan counties (SPB 2872)**

Under general supervision, performs advanced level professional social service work in providing services to the public in one or multiple program areas. Work requires the use of a personal automobile for local travel. Employee is subject to on-call status during non-business hours. May be required to deal with situations which are potentially dangerous to client and worker. Performs related work as required.

**Distinguishing Characteristics:**

All three levels of Social Service Worker provide professional social services to the public. The Social Service Worker III provides these services in one or more of the following areas: foster care, emergency shelter care, youth services, community juvenile delinquency, single adolescent parent, adoption, Hartley program, Medley program, Medical Waiver Project, licensing specialist or other services at this level. This class may also be used for positions in certain geographic areas performing professional social work in a variety of program areas such as day care, generic social services, foster care and protective services, and differs from the generic Social Service Worker II in that the positions involve a significant, but not predominant, amount of protective services work.

**EXAMPLES OF WORK:**

- Maintains a caseload for programs and services at this level.
- Prepares social assessment of client circumstances.
- Interacts with a variety of professional practitioners in the areas of social work, mental health, developmental disabilities, education, juvenile delinquency, and counseling and guidance to assess client's needs and provide appropriate services.
- Develops client service plan designed to accomplish habilitation and rehabilitation of the client and to provide social services to assist client in attaining social, educational and vocational goals.
- Cooperates with the court system for foster care, adoption, juvenile delinquency and Medley program services by preparing social assessments and recommending actions to accomplish goals.

- Locates and evaluates providers for foster care, adoption, emergency shelter care and Medley home services; counsels and trains providers in effectively providing required services; conducts periodic evaluations of facilities and services.
- Counsels clients/families in achieving goals of client service plan.
- Counsels youth to correct delinquent and socially unacceptable behavior; prepares probation plans for juvenile offenders; monitors progress of probationers under the court supervision.
- Speaks before educational and community organizations and groups regarding services available and to develop community resources.
- Writes reports on case findings and summaries of client social and financial circumstances.

#### **Knowledge, Skills and Abilities**

- Knowledge of theories and practices in social work.
- Knowledge of federal and state laws, regulations and programs in social services.
- Knowledge of emotional states and their behavioral indicators.
- Ability to assess social, educational and economic circumstances of clients to determine need for social services.
- Ability to develop client service plan to habilitate and rehabilitate client and assist client in attaining social, educational and vocational goals.
- Ability to evaluate social service providers according to established guidelines.
- Ability to work effectively with other professionals and social service agencies in providing social services.
- Ability to counsel people in favor of specific actions, changes in attitude or insights.
- Ability to maintain records, prepare reports and correspondence related to the work.
- Ability to communicate with others, both orally and in writing.

#### **MINIMUM QUALIFICATIONS:**

##### **For Bureau for Children and Families**

**Training: Bachelors degree from an accredited college or university.**

**Substitution: Current West Virginia Social Work License.**

#### **OTHER INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.wvpersonnel.wv.gov>

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DQP.applicantservices@wv.gov](mailto:DQP.applicantservices@wv.gov)

---

Position #9588BCFas  
SOCIAL SERVICE WORKER 3 - BCF ONLY  
AS

#### **Social Service Worker 3 - BCF Only Supplemental Questionnaire**

- \* 1. The minimum qualifications for this job title are as follows: A Bachelor's degree from an accredited college or university **OR** a current West Virginia Social Work License.



# Appendix E

## Home Finding Worker Sample Job Posting

This is a sample job posting for a Home Finding Worker for reference when looking to apply for a position.

8/16/22, 2:12 PM

Job Bulletin



**WEST VIRGINIA**  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Social Service Worker 3**

*An Equal Opportunity Employer*

**SALARY:** \$2,310.75 - \$4,274.83 Monthly  
\$27,729.00 - \$51,298.00 Annually

**DEPARTMENT:** DHHR - BCF - CENTRAL OFFICE

**OPENING DATE:** 07/05/22

**CLOSING DATE:** 07/14/22 11:59 PM

**NATURE OF WORK:**

Job Posting: BSSHFA0009

Under general supervision, performs advanced level professional social service work in providing homefinding services for children and families. This position recruits, locates, and evaluates prospective providers; trains new and active providers to effectively provide the required services for foster care and adoptive homes; conducts periodic reviews and maintains an active caseload of childcare providers. Assists staff with matching clients to appropriate providers and services. Interacts with a variety of professional practitioners in the areas of social work, mental health, court and legal system. Job involves frequent travel using a personal automobile and may require after hours and weekend emergencies. Responsible for written documentation of casework and related activities. Related duties as required. Homefinding is a statewide unit and may require coverage outside specific counties as needed

Position Number: 0511P03897

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:  
[HTTPS://DHHR.WV.GOV/VIP/PAGES/DEFAULT.ASPX](https://dhhr.wv.gov/vip/pages/default.aspx)

#DHHRJOBS

Counties: Kanawha, Berkeley, Morgan, Jefferson

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree in Social Work from an accredited college or university.

**Substitution:** Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an accredited college or

university may be substituted for the degree in Social Work  
OR  
current West Virginia Social Work License.

**Special Requirement:** Eligible for Temporary Social Work License OR Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

**Promotion Only:** In addition to the Special Requirement, four years of full-time or equivalent part-time paid experience as a Social Service Worker or three years of full-time or equivalent part-time paid experience as a Protective Service Worker, Protective Service Worker Trainee, Family Support Specialist or Family Support Supervisor.

**For Bureau for Children and Families**

**Training:**Bachelors degree from an accredited college or university.

**Substitution:** Current West Virginia Social Work License.

**Promotion Only:** Four years of full-time or equivalent part-time paid experience as a Social Service Worker or three years of full-time or equivalent part-time paid experience as a Protective Service Worker, Protective Service Worker Trainee, Family Support Specialist or Family Support Supervisor.

**OTHER INFORMATION:**

PG: 12 \$27,729 - \$51,298

Market Rate: \$45,198

Probationary period 1 year

Special Hiring Rates:

- \$33,274.80 - Bureau for Children and Families in Berkeley, Jefferson, and Morgan counties (SPB 2872)

Email applications to: christie.b.spahr@wv.gov

OR

Mail applications to:

Christie Spahr

18351 Veteran's Mem Hwy

Kingwood, WV 26357

Please include job posting number BSSHFA0009 on your application.

Please note: Applications sent to DOP are not forwarded to DHHR.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

Position #BSSHFA0009  
SOCIAL SERVICE WORKER 3  
LT

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

# Appendix F

## Centralized Intake Worker Sample Job Posting

This is a sample job posting for a Centralized Intake Worker for reference when looking to apply for a position.

7/8/22, 2:40 PM

Job Bulletin



**WEST VIRGINIA**  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Social Service Worker 3**

*An Equal Opportunity Employer*

**SALARY:** \$2,310.75 - \$4,274.83 Monthly  
\$27,729.00 - \$51,298.00 Annually

**DEPARTMENT:** DHHR - BCF - CENTRAL OFFICE

**OPENING DATE:** 07/15/22

**CLOSING DATE:** 07/24/22 11:59 PM

**NATURE OF WORK:**

JOB POSTING: BSSCI2302

The Social Service Worker III position in Centralized Intake is the first line of defense in alleviating the abuse/neglect/exploitation of children and vulnerable adults within the state. Under limited supervision within Centralized Intake, the SSW III will receive and professionally evaluate telephone calls and conduct thorough interviews dealing with reports of potential abuse and neglect for referrals, internet reports, faxes, etc. of alleged abuse/neglect and/or exploitation. The Centralized Intake SSW III provides thorough assistance on the front end of protective services giving an initial contact point for possible abuse victims and acting as an advisor to the resolution of client issues. The position allows for safety assessment and screening of reported information to determine if there is a reasonable cause for a response and to determine the severity and urgency of the situation. The SSW III will communicate and coordinate with law enforcement agencies to respond appropriately in emergency situations. The SSW III will provide verbal consent to medical treatment or to prescribe medicine for children in the custody of the state. The position participates in a 24-hour on-call rotation to ensure continuous provision of access and initial assessment services. Mandatory overtime is an essential function of this position. Performs other duties as required and directed by supervisor.

This position may be located in either Kanawha or Marion county.

#DHHRJOBS

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

[HTTPS://DHHR.WV.GOV/VIP/PAGES/DEFAULT.ASPX](https://dhhr.wv.gov/vip/pages/default.aspx)

Position Number: 0511P06413

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree in Social Work from an accredited college or university.

**Substitution:** Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an accredited college or university may be substituted for the degree in Social Work

<https://agency.governmentjobs.com/wv/default.cfm?action=jobbulletin&JobID=3628216>

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