



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Human Services**

Office of Human Resources and Labor Relations

## VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.  
**This announcement will be posted internally for 10 business days.**

### Claims and Hearing Investigator

<i>Department:</i>	Office of the Commissioner	<i>Location:</i>	St. Thomas/St. Croix
<i>Classification:</i>	Exempt	<i>Fund:</i>	General
<i>Salary:</i>	\$40,000.00	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	October 7, 2014	<i>Closing Date:</i>	Open until filled

#### BROAD SCOPE OF POSITION

The Claims and Hearing Investigator, serving as a confidential assistant to the Legal Counsel and based in the Office of Legal Counsel, will conduct simple to moderately complex investigations or fact finding studies prior to a hearing or appeal within the Office of Legal Counsel on a case-by-case basis as needed. The incumbent of this position serves as a case investigator and is responsible for assisting the Legal Counsel in territory-wide investigations, hearings and appeals.

These investigations include all programs within the Department of Human Services, particularly federally funded program, including but not limited to Child Care and Regulatory Services, Children and Family Services, Criminal Victims Compensation, Disabilities and Rehabilitation Services, Financial Programs, Intake and Emergency Services, Juvenile Justice, Pre-School Services and Senior Citizens Affairs. An employee in this position is also responsible for assisting and providing information, referral services, and reimbursement for financial losses to violent crime victims and witnesses. This is professional work of a highly skilled and sensitive nature, which requires an individual to perform the required duties with minimal supervision and considerable sound judgment. The employee is also responsible for encouraging victim and witness participation in the prosecution of such crimes.

#### MINIMUM QUALIFICATIONS

- Bachelor's Degree in social work, criminal justice or related human service field;
- OR
- Associate's Degree in social work, criminal justice or related human service field and two years' experience in a public or private community services agency interviewing clients to obtain personal information, advising clients of programs and services, and assisting clients in preparing applications for services

#### To Apply

Complete an application and attach a copy of Degree/ Transcripts, Certifications, Résumé, and Three Reference Letters. Submit the completed application packet to Office of Human Resources & Labor Relations in the respective district. **A complete job description can be obtained at the Office of Human Resources & Labor Relations at the Knud Hansen Complex Building A, Suite 220.**

THE GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF HUMAN SERVICES  
IS AN EQUAL OPPORTUNITY EMPLOYER

  
Asiah Clendinen  
Deputy Commissioner,  
Human Resources & Labor Relations