

CLASSIFICATION: CHILD PROTECTIVE SERVICE WORKER III

Class Code: 1981-22

Date Established: 05-16-90

Occupational Code: 7-7-7

Date of Last Revision: 08-06-13

BASIC PURPOSE: To perform protective service casework in investigating and recommending action on reports of alleged child abuse/neglect and to develop and implement case plans to insure compliance with state and federal mandates.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Interviews alleged victims and alleged perpetrators of abuse and neglect, and prepares reports for assessment of child abuse/neglect referrals.
- Develops and recommends plans for crisis intervention to ensure protection of children.
- Prepares petitions and presents evidence to court of jurisdiction to support agency assessment of abuse and neglect.
- Evaluates the risk to the child to remain in the home and recommends appropriate course of action.
- Locates suitable alternative placement to meet a specific child's needs and to meet policy and guidelines; counsels the child and family in preparation for placement.
- Assists in the development and implementation of a regional plan to recruit potential foster families through public relations and media promotion.
- Assesses and evaluates foster family applicants in their home and completes a written home study report; documents compliance with licensing requirements and recommends licensure or re-licensure.
- Develops, implements and monitors a case plan to preserve and strengthen families, and to provide safety, well-being and permanency for children.
- Interviews clients and makes recommendations on appropriate resources for children and families.
- Develops permanent adoption or long-term foster care plans for children who cannot return home.
- Transports clients and/or their families to and from visitations and various appointments.
- Exercises partial supervision over activities of assigned subordinate staff or in-service trainees.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

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Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in social work, psychology, social psychology, counseling, human services, sociology, behavioral science or, cultural anthropology, pastoral counseling or divinity.

Experience: One year experience as a social worker or professional case manager preferably in the CPSW profession. The experience may have been gained before or after completion of the above Master's degree.

OR

Education: Bachelor's degree with at least (12) courses or thirty-six (36) credit hours in social work, psychology, social psychology, sociology, cultural anthropology, human services, behavioral science or, counseling, pastoral counseling or divinity.

Experience: Two years' experience as a social worker or professional case manager preferably in the CPSW profession.

License/Certification: Must possess a valid driver's license and/or have access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS:

1. For appointment consideration, Child Protective Service Worker III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must have successfully completed the CPSW Academy and have completed the formal mentoring program if being promoted from a CPSW II or complete the CPSW Academy within twelve months of employment from date of hire as a CPSW III.
3. Must receive satisfactory performance evaluation and be free of any disciplinary action prior to promotion.
4. Must have approval from the Supervisor and the CPS Field Administrator.
5. Case records must all be complete and up to date.
6. Upon completion of the CPSW Academy, must attend 30 hours of in service training annually. In addition, must successfully complete the formal mentoring program.
7. Must be available for non-traditional work hours to meet the needs of client families and children in their homes and other public locations.

RECOMMENDED WORK TRAITS: Knowledge of the principles and methods of social work and availability and use of community resources. Knowledge of involved psychological and environmental problems arising in connection with case work. Ability to exercise good judgment in evaluating situations and in making decisions. Ability to interpret departmental policy, procedures and objectives. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with representatives of other social agencies, institution officials, the public and clients. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.