Child Protective Services Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CHILD PROTECTIVE SERVICES SPECIALIST I	5023	B17	$42,976 - $64,469
CHILD PROTECTIVE SERVICES SPECIALIST II	5024	B18	$45,521 - $71,055
CHILD PROTECTIVE SERVICES SPECIALIST III	5025	B19	$48,244 - $76,028
CHILD PROTECTIVE SERVICES SPECIALIST IV	5026	B20	$51,158 - $81,351
CHILD PROTECTIVE SERVICES SPECIALIST V	5027	B21	$54,278 - $87,046

GENERAL DESCRIPTION

Performs child protective services work involving obtaining information; investigating reports of alleged abuse, neglect, or exploitation of children; participating in taking corrective action; and/or serving as conservator of a child.

EXAMPLES OF WORK PERFORMED

Obtains information and investigates reports of alleged abuse or neglect and emergency situations and takes corrective action.

Assesses child’s needs for degree and priority of services and develops service plans.

Advises, counsels, and interviews children, parents, caregivers, family members, and others to gather social, functional, and physical and mental health information for evaluation.

Visits child to assess the child’s safety; plan for permanency; and discuss needs, wishes, and progress while in care.

Removes children in dangerous situations from homes and admits children to emergency shelters until foster homes are found.

Arranges for educational, medical, and psychiatric examinations or treatments.

Studies, recruits, and recommends foster families to provide care for abused or neglected children.

Monitors foster homes and children to ensure that the children’s needs are met.

Conducts home studies of families wishing to adopt children and coordinates visits between children and prospective parents prior to adoption.

Prepares adoption readiness studies and conducts adoption social studies.

Prepares documentation and seeks court orders for emergency protective services actions.

Prepares and maintains case documentation.

Supervises adoptive placements until the adoption is final or until the case is transferred to an adoption caseworker.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the entry and journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of identified within current or previous levels and may assist others in performing work of greater complexity.*

CHILD PROTECTIVE SERVICES SPECIALIST I: Performs entry-level child protective services work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited or no experience and spend the majority of their time performing simple to routine work following standard procedures.

CHILD PROTECTIVE SERVICES SPECIALIST II: Performs routine (journey-level) child protective services work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard, occasionally assist other staff in performing work of greater complexity, and may:

- Advise and counsel parents and children during stressful situations.
- Testify in court.

CHILD PROTECTIVE SERVICES SPECIALIST III: Performs moderately complex (journey-level) child protective services work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Participate in community awareness activities.
- Investigate reports alleging illegal child care and/or standards violations in licensed and registered child care facilities and document findings.
- Conduct risk assessments of protective services cases and determine and implement case actions.
- Prepare statistical and special reports for management.

***Note:** A senior-level employee (levels IV-V) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may coordinate and/or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; and the nature, complexity, scope, and impact of the work performed.*

CHILD PROTECTIVE SERVICES SPECIALIST IV: Performs highly complex (senior-level) child protective services work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Review referrals and make case assignments.
- Instruct staff on work methods, organizational procedures, and case documentation techniques.
- Develop community resources.
- Develop specialized service plans to meet the needs of protective services clients.
- Monitor and review child adoption or foster home studies.
- Approve the movement of children into or out of placement.

CHILD PROTECTIVE SERVICES SPECIALIST V: Performs advanced (senior-level) child protective services work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor and evaluate protective services and casework activities.
- Provide consultative services and technical assistance on protective services.
- Conduct special projects to define program issues.
- Develop policies, procedures, and standards.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of the laws and regulations related to child care, abuse, and neglect; child development principles and theories and of family dynamics; community social services resources; the laws and regulations related to child protective services; 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 conduct risk assessments, to develop client programs, to evaluate living conditions, to prepare reports, to testify in court, and to communicate effectively.

Additional for Child Protective Services Specialist IV – V levels

- Ability to develop community resources; to develop policies, procedures, and standards; and to oversee and/or to supervise the work of others.