



# Child Protective Services Specialist II

Salary Group: B16

Class Code: 5024

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CHILD PROTECTIVE SERVICES SPECIALIST I	5023	B15	\$32,976 - \$52,045
<b>CHILD PROTECTIVE SERVICES SPECIALIST II</b>	<b>5024</b>	<b>B16</b>	<b>\$34,918 - \$55,130</b>
CHILD PROTECTIVE SERVICES SPECIALIST III	5025	B17	\$36,976 - \$58,399
CHILD PROTECTIVE SERVICES SPECIALIST IV	5026	B18	\$39,521 - \$64,449
CHILD PROTECTIVE SERVICES SPECIALIST V	5027	B19	\$42,244 - \$68,960

## GENERAL DESCRIPTION

Performs routine (journey-level) child protective services work. Work involves 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. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## 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.

Advises and counsels parents and children during stressful situations.

Visits child to assess the child's safety, to plan for permanency, and to 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 and maintains case documentation.

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

Testifies in court.

Assists with investigating reports alleging illegal child care and/or standards violations in licensed and registered child care facilities, and documents findings.

May prepare statistical and special reports for management.

May participate in community awareness activities.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in social work. Graduation from an accredited four-year college or university with major coursework in social work, counseling, early childhood education, psychology, criminal justice, elementary or secondary education, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the laws and regulations related to child care, abuse, and neglect; of child development principles and theories and of family dynamics; of community social services resources; of the laws and regulations related to child protective services; and of crisis intervention techniques and skills.

Skill in interviewing.

Ability to obtain information and conduct investigations, to develop client programs, to evaluate living conditions, to prepare reports, to testify in court, and to communicate effectively.