



Child Protective Services Specialist III

Salary Group: B18
Class Code: 5025

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CHILD PROTECTIVE SERVICES SPECIALIST I	5023	B16	\$37,918 - \$58,130
CHILD PROTECTIVE SERVICES SPECIALIST II	5024	B17	\$39,976 - \$61,399
CHILD PROTECTIVE SERVICES SPECIALIST III	5025	B18	\$42,521 - \$67,671
CHILD PROTECTIVE SERVICES SPECIALIST IV	5026	B19	\$45,244 - \$72,408
CHILD PROTECTIVE SERVICES SPECIALIST V	5027	B20	\$48,158 - \$77,477

GENERAL DESCRIPTION

Performs moderately complex (journey-level) child protective services work. Work involves obtaining information; investigating reports of alleged abuse, neglect, or exploitation of children; taking corrective action; and/or serving as conservator of a child. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

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

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 information for evaluation.

Advises and counsels parents and children during stressful situations.

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 risk assessments of protective services cases, and determines and implements case actions.

Prepares adoption readiness studies and conducts adoption social studies.

Prepares and maintains case documentation.

Prepares statistical and special reports for management.

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

Participates in community awareness activities.

Testifies in court.

May provide guidance to others.

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; 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.

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