

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV80271
Job Class Code:	770	Salary Schedule:	ASRRCPS
EEO Category:	02	Grade:	16
Workers Comp Code:	8832		

Job Code Established:	01/15/91	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Public and Social Services

JOB CODE TITLE: CHILD PROTECTIVE SERVICE SPECIALIST I

HRIS TITLE: CPS SPCT I

WORK DESCRIPTION: Under direct supervision, performs a variety of tasks at the professional entry level in child protective case management; provides direct or indirect assistance to children and their families; and performs related work as required.

WORK ACTIVITIES: interviews children, parents, service providers, and other sources to gather information upon which to develop, implement, and monitor progress on case plans. Confers by telephone or corresponds by mail with enforcement agencies, parents, and attorneys to verify information.

Examines and reviews documents, case records and associated materials; evaluates cases; and confers with supervisor.

Consults policy and procedures manuals to ensure that actions to be taken are in compliance with laws and regulations.

Assists clients in completion of various required forms or documents.

Attends work shops or training sessions to improve working knowledges and skills.

Conducts case staffings to develop, implement and monitor case plans

Reads incoming correspondence, memoranda or reports; plans and formulates responses; takes appropriate action.

Confers with attorneys and technical experts in field of specialization in order to broaden knowledge, acquire specific information, or obtain advice on child welfare procedures.

Confers with superior; presents difficult problems or questions; discusses plans and actions to be taken.

Performs related work as required.

WORK CONDITIONS: Face-to-face with children/parents in problem resolution and case planning; some duties performed outside the normal office environment (i.e., the courts, the community, and client's residences); some travel required; may require performing work after normal working hours.

SUPERVISION: Works under the direct supervision of a Child Protective Service Unit Supervisor. Exercises discretion and some judgment in the application of child protective policies, rules and regulations.

WORK RESULTS/PRODUCTS: Legal documents pertaining to Child Protective Services; interviews with clients and parents; evaluated case files, written correspondence and reports; individualized case plans.

RESPONSIBILITY: For timely and accurate processing of assigned cases and related documents; timely and accurate documentation of case activity and progress.

AUTHORITY: To make decisions regarding case management; to submit documents of legal action, to interpret State and Federal Child Welfare laws.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal and State laws, statutes, regulations and directives governing Child Protective Services; risk assessment practices and procedures; methods and techniques used in effective case management; normal child development and family dynamics; developmental and behavioral problems of children; principles and operation of automated systems; cultural and ethnic groups of the region.

Skill in: operating CRT to review case records.

Ability to: interpret program policies, procedures, rules and regulations; evaluate and make decisions on cases; manage workload; communicate verbally and in writing; establish and maintain work relationships; interview clients under stressful conditions.

KSAs are typically obtained through experience and/or education in:

- A Master's or Bachelor's Degree from an accredited college or university, OR
- Five (5) years of experience as a DCS Case Aide II in the Arizona State Personnel System