

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV80274
Job Class Code:	770	Salary Schedule:	ASRRCPS
EEO Category:	02	Grade:	20
Workers Comp Code:	8832		

Job Code Established:	02/12/91	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Public and Social Services

JOB CODE TITLE: CHILD PROTECTIVE SERVICE UNIT SUPERVISOR

HRIS TITLE: CPS UNIT SPV

WORK DESCRIPTION: Supervises a unit of Child Protective Service Specialists engaged in providing child protective services; performs on-going evaluation of staff performance; provides comprehensive training to new personnel; reviews assessment plans; advises staff concerning difficult or complex Child Protective Service cases; and writes program evaluation reports.

WORK ACTIVITIES: directs, instructs, explains and counsels subordinate workers in performing job duties.

Devises a schedule of work or itinerary, agenda or timetable for subordinates on a regular basis, within a work unit.

Reviews work products or achievements of subordinate workers, evaluates work and formulates plans for improvement.

Resolves problems and questions presented by subordinate workers regarding work methods and/or processes.

Reads, examines and reviews reports prepared by subordinate workers. Makes corrections, adjustments, raises questions, routes back to writer and/or approves.

Writes detailed reports summarizing activities; transactions or production covering a specified period of time or marking the completion of a project.

Confers with other staff members, to discuss, plan and determine course of action in child protection service cases.

Determines materials and supplies required to fill routine needs of the work unit by examination of need and availability of materials, comparison of alternatives, and calculation of cost and supply priorities.

Instructs staff members in proper use of a complex system of methods, procedures, rules and regulations utilized by the work system.

Plans for better use of material and personnel resources in a work unit; examines materials, confers with superior and staff, analyzes, evaluates, makes use of resources.

Establishes and maintains work standards, procedures, methods and rules.

Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making.

Confers with clients/parents and advises them regarding issues and concerns.

Confers with personnel of other agencies in order to plan and carry out joint actions or activities to achieve mutual work objectives.

Attends professional seminars, meetings, conferences; gives and receives information help in work system operation.

Performs related work as required.

WORK CONDITIONS: Face-to-face contact with clients/parents in problem resolution; may require on-call duty after normal working hours; some travel required.

SUPERVISION: Works under the general supervision of a Human Service Unit Manager or Program Manager. Exercises considerable discretion and independent judgment within policies and procedures established in the Child Protective and Welfare Programs.

WORK RESULTS/PRODUCTS:

Functioning work unit; informed, trained staff; interpreted policies and procedures; written program reports; controlled expenditures; reviewed assessment plans; information and technical assistance provided to subordinates.

RESPONSIBILITY: For effectiveness of the work unit; quality of work products; accurate and timely completion of work processes.

AUTHORITY: To make decisions on work assignments; to conduct performance evaluations of subordinates; to establish and maintain unit policies and procedures; to make decisions regarding removal of children from their residences.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal and State laws, regulations and directives governing Child Protective Services; risk assessment practices and procedures; principles and practices of work leadership and management; theories of personality development and adjustment; the Foster Care Program; policies and procedures of court system; available community resources; policies and procedures established for the work system.

Skill/Ability to: apply the principles and practices of work leadership and management; elicit information through interviews; communicate verbally and in writing; resolve problems; establish and maintain work relationships with children, their families and court representatives; deliver public speeches.