

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV80275
Job Class Code:	770	Salary Schedule:	ASRRCPS
EEO Category:	02	Grade:	19
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 PROGRAM SPECIALIST

HRIS TITLE: CPS PRG SPCT

WORK DESCRIPTION: Under general supervision, performs a variety of tasks in difficult and complex child protective cases. Works on specialized cases; provides case consultation and staff training. May act as lead or supervise staff 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; confers with supervisor.

Consults policy and procedures manual 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 workshops or training sessions to improve working knowledge and skills.

Provides case consultation for specialized cases.

Trains staff on child protective services policies and procedures.

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 enforcement procedures.

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

Performs related work as required.

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

SUPERVISION: Works under the general supervision of a Human Service Unit Manager or Program Manager. Exercises independent judgment and decision making.

WORK RESULTS/PRODUCTS: Documents pertaining to Child Protective Services; interviews with clients and parents; case files; and written correspondence and reports.

RESPONSIBILITY: For timely and accurate processing of assigned cases and related documents; timely and accurate documentation of case activity and progress; effective training of child protective service staff.

AUTHORITY: To make decisions regarding case management data; to submit documents for legal action; to interpret State and Federal child welfare laws; to make decisions regarding removal of children from their residences.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal and State laws, statutes, regulations and directives governing Child Protective Services; risk assessment practices and procedures; developmental and behavioral problems of children; available community resources; policies and procedures of the court system; policy development and training procedures.

Skill in: operating CRT to review case records.

Ability to: elicit information through interviews; 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 with children, their families and court representatives; interview clients under stressful situations.