

## CHILD PROTECTIVE SERVICE (CPS) CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: The CPS Caseworker provides professional social services casework involving determinations in child protective investigations, recommendations concerning need for services and/or court involvement, and formulation of plans for individual cases, or as directed by the court. Functional duties are similar to those of Caseworker, however, CPS casework requires significantly more state-mandated training, and requires higher level skills involving formulation and operations of investigations, including court-ordered investigations (COIs). The primary focus of the work is conducting independent investigations into situations of alleged child abuse and/or neglect. CPS Caseworkers must possess the expertise to handle complex problems and situations with far less direct supervision than is available to Caseworkers in other areas. Supervision of others is not a responsibility of this position. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts independent investigations into Child Abuse and Neglect Reports as received from the New York Child Abuse Registry;  
Interviews sources, persons and perpetrators and makes decisions as to whether there is enough credible evidence to substantiate the allegations made in the reports;  
Determines a course of action as to the nature and seriousness of the allegations and whether (with consultation of the agency Attorney) court intervention is required;  
Files petitions in abuse and/or neglect cases;  
Recommends services, necessary safety interventions or remedial action in order to protect a child(ren);  
Makes field visits to both respondent, sources, persons named and collateral sources;  
Conducts Court Ordered Investigations (COIs) as directed by the Court;  
When removal of a child is indicated, coordinates placement of the child with the Case Supervisor of Family Services Unit;  
Makes and arranges for medical care both on ongoing cases and in the course of an investigation;  
Makes referrals to other agencies when indicated;  
Writes letters, reports and other documentation as required;  
Maintains a computerized case file as required by New York State;  
Conducts joint investigations with police as indicated;  
Conducts sexual abuse investigation as indicated;  
Provides a back up to the current twenty-four hour coverage to receive and act on reports of child abuse and/or neglect that are received on weekends and after normal work hours;  
Routinely works after hours outside of normal day in order to conduct investigations;  
Performs a variety of related activities as required.

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*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of principles and practices of social casework as applied to children and families; good knowledge of child abuse and neglect investigations techniques; working knowledge of appropriate laws, regulations and programs related to child abuse, neglect and protection; working knowledge of Federal, State and local public welfare laws and programs; familiarity with services provided by the agency and community resources; ability to effectively conduct interviews and investigations; ability to prepare written reports, petitions and other necessary documents; ability to communicate effectively, both orally and in writing to groups and individuals; ability to use computers and computer software for word processing and data management; ability to maintain calm in conflict situations; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills; social perceptiveness.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in social work, criminal justice or a related human services field; or
- b) Bachelor's degree and two (2) years full-time paid experience with a public or private agency adhering to acceptable standards in social work; or
- c) An equivalent combination of education and experience as indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.