

CHILD PROTECTIVE SERVICE (CPS) SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a difficult nature involving supervising the casework activities of the Child Protective Services (CPS) staff. Work is performed under supervision of a higher level administrator, and supervision is exercised over a number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises, directs and trains CPS casework staff in investigations, assessments, planning and implementation of services;

Monitors each CPS caseworker's cases to ensure timeliness, appropriateness, and consistency with legal and professional policies and requirements;

Directs and actively meets with caseworkers in assuring the cases accepted and assigned are investigated and carried out in accordance with established procedures;

Accepts and assigns all of the reports in Putnam County transmitted from the State Central Register regarding child abuse and maltreatment;

Maintains the on-call calendar with the on-call caseworkers, as well as in the Connections network;

Assists in formulating casework policy and procedures regarding child abuse and neglect issues;

Identifies the need for specialized clinical consultations and aids clinical specialists in complex cases;

Reviews all determinations and safety assessments, requests for treatment, plan revisions, case transfers, referrals and case closings;

Evaluates staff performance and assesses training needs;

Participates in the development, implementation and evaluation of programs and services;

Keeps staff informed of changes in laws, regulations, policies and procedures;

Performs in-service training for staff and other outside professional agencies;

Functions as the on-call supervisor every other month, for the entire month;

Prepares reports and correspondence;

May supervise non-CPS caseworkers and clerical staff in merged units;

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 modern principles and practices of social casework as applied to children and families; good knowledge of appropriate laws, regulations and programs related to child abuse, neglect and protection; good knowledge of child abuse and neglect investigations techniques; working knowledge of Federal, State and local public welfare laws and programs; ability to prepare written reports, petitions and other necessary documents; ability to communicate effectively, both orally and in writing; ability to supervise, advise and instruct the work of others; ability to establish and maintain effective working relationships; good listening skills, social perceptiveness; tact; confidentiality; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in Social Work, Elementary Education, or other Human Services field, and four (4) years of full-time paid experience with a public or private agency adhering to acceptable standards in social work, which includes at least three (3) years in child protective or child and family service casework; or
- b) Bachelors degree in Social Work, Elementary Education, or other Human Services field, and six (6) years of casework experience as stated in (a) above; or
- c) An equivalent combination of training and experience as described 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 is required to perform field work responsibilities in a timely and efficient manner.