



# Child Protective Services Specialist I

Salary Group: B16  
Class Code: 5023

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CHILD PROTECTIVE SERVICES SPECIALIST I	5023	B16	\$37,918 - \$58,130
CHILD PROTECTIVE SERVICES SPECIALIST II	5024	B17	\$39,976 - \$61,399
CHILD PROTECTIVE SERVICES SPECIALIST III	5025	B18	\$42,521 - \$67,671
CHILD PROTECTIVE SERVICES SPECIALIST IV	5026	B19	\$45,244 - \$72,408
CHILD PROTECTIVE SERVICES SPECIALIST V	5027	B20	\$48,158 - \$77,477

## GENERAL DESCRIPTION

Performs entry-level child protective services work. Work involves obtaining information; investigating reports of alleged abuse, neglect, or exploitation of children; participating in taking corrective action; and/or serving as conservator of a child. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Obtains information and investigates reports of alleged abuse or neglect and emergency situations, and takes corrective action.

Assesses child's needs for degree and priority of services, and develops service plans.

Advises, counsels, and interviews children, parents, caregivers, family members, and others to gather social, functional, and physical and mental health information for evaluation.

Visits child to assess the child's safety, to plan for permanency, and to discuss needs, wishes, and progress while in care.

Removes children in dangerous situations from homes and admits children to emergency shelters until foster homes are found.

Arranges for educational, medical, and psychiatric examinations or treatments.

Studies, recruits, and recommends foster families to provide care for abused or neglected children.

Monitors foster homes and children to ensure that the children's needs are met.

Conducts home studies of families wishing to adopt children and coordinates visits between children and prospective parents prior to adoption.

Prepares adoption readiness studies and conducts adoption social studies.

Prepares documentation and seeks court orders for emergency protective services actions.

Prepares and maintains case documentation.

Supervises adoptive placements until the adoption is final or until the case is transferred to an adoption caseworker.

May investigate reports alleging illegal child care and/or standards violations in licensed and registered child care facilities.

May prepare routine reports.

May participate in community awareness activities.

May testify in court.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in social work. Graduation from an accredited four-year college or university with major coursework in social work, counseling, early childhood education, psychology, criminal justice, elementary or secondary education, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the laws and regulations related to child care, abuse, and neglect; child development principles and theories and of family dynamics; community social services resources; the laws and regulations related to child protective services; and crisis intervention techniques and skills.

Skill in interviewing.

Ability to obtain information and conduct investigations, to develop client programs, to evaluate living conditions, to prepare reports, to testify in court, and to communicate effectively.