

CITYWIDE JOB VACANCY NOTICE



NYC Administration for Children's Services

CIVIL SERVICE TITLE: Child Protective Specialist

LEVEL: I

TITLE CODE NO: 52366

STARTING SALARY: \$39,568

AFTER 6 MONTHS: \$42,972

AFTER 18 MONTHS: \$45,822

OFFICE FUNCTIONAL TITLE: Child Protective Specialist

NUMBER OF POSITIONS: SEVERAL

DIVISION/WORK UNIT: Child Protection Services

WORK LOCATION: All Five Boroughs

The Administration for Children's Services (ACS) is responsible for the protection of New York City's children and the support of the City's families. ACS provides Head Start and Day Care Services, investigates reports of abuse and neglect; provides foster care and adoption services to families; and facilitates children's and families' access to appropriate preventive services.

JOB DESCRIPTION:

Under the general supervision of the Child Protective Manager and Unit Supervisor, with moderate latitude for the exercise of independent action and decision making, utilizes experience, investigatory and social work skills to work with cases involving abuse or neglect of children.

- Initiate investigations/safety interventions in response to allegations of abuse and / or neglect within 24 hours of receipt of the report.
- Make home visit within 48 hours and within 24 hours when immediate danger is suspected.
- Interview and assess all children within 48 hours and within 24 hours when immediate danger is suspected.
- Interview parents/caretaker, alleged subjects and household members.
- Interview collateral contacts.
- Complete Safety Assessment within 7 days.
- Make determination within 60 days of receipt of the report.
- For indicated cases, assess on an ongoing basis the risk of future abuse or maltreatment of the children.
- Complete the Family Assessment Service Plan (FASP).
- Arrange for the provision of services that will control the conditions that place the child (ren) in the immediate danger of serious harm.
- File Article X petitions in court and place children into protective custody.
- Place children into Foster Care when appropriate.
- Enter and maintain computerized records of case information.

PREFERRED QUALIFICATIONS:

Candidates who can demonstrate the following language skills will strongly be considered: Spanish, Russian, Albanian, Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Polish, Urdu and African languages.

QUALIFICATION REQUIREMENTS:

A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in one or a combination of the following fields: social work, psychology, sociology, human services, criminal justice, education (including early childhood), nursing or cultural anthropology, at least 12 of which must have been in one of these disciplines. Candidates must pass a test to demonstrate English language proficiency.

Note: Appointments to this class of positions are subject to a minimum probationary period of 18 months. Requirements for Assignment Level II:

A. Upon satisfactory completion of six months of training and experience at Assignment Level I, an employee shall be assigned to Assignment Level II. B. Upon completion of one year of satisfactory experience at Assignment Level II of Child Protective Specialist and satisfactory completion of the probationary period an employee shall receive no less than the minimum salary after 18 months in title. C. To be appointed directly to Assignment Level II, a candidate must have, in addition to meeting the minimum qualification requirements set forth above, one year of satisfactory child protective casework experience.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

NOTICE: ACS requires candidates for this position who are not currently working for ACS, to undergo a comprehensive drug screening. Candidates that do not successfully pass the drug screening will not receive a start date or job assignment from ACS.

New York City residency is NOT required.

To apply for this assignment, send cover letter and resume to:

Administration for Children's Services
Attention: R Team
150 William Street, 16th Floor
New York, NY 10038

PLEASE INDICATE JVN #: 067-08-0008C ON YOUR COVER LETTER AND RESUME. Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.

POST DATE: 08/01/2007

POST UNTIL: Filled

JVN: 067-08-0008C

Michael R. Bloomberg
Mayor

John B. Mattingly
Commissioner