

**CHILD PROTECTIVE SPECIALIST****General Statement of Duties and Responsibilities**

This is a professional class of positions. Under varying degrees of supervision, with varying degrees of latitude for independent action, investigates and takes appropriate action, in response to allegations of child neglect and/or abuse received by the Administration for Children's Services, in accordance with agency policies and procedures. All personnel perform related work.

**Assignment Level I**

Under close supervision, receives a course of training, and with limited latitude for the exercise of independent judgment and unreviewed action or decision, receives on-the-job training in, assists in and performs entry level work in the tasks described herein for Assignment Level II.

**Assignment Level II**

Under supervision with latitude for independent action, investigates and takes appropriate action in response to allegations of child neglect and/or abuse.

CHILD PROTECTIVE SPECIALIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Initiates investigations/safety interventions in response to reports of child neglect and/or abuse within 24 hours of receipt; makes field visits; interviews all members of the household including children; observes all children in the household for signs of neglect and/or abuse as warranted by the allegations.

Responds, together with Police Officers, to reported cases of severe child abuse and/or neglect. Assists District Attorneys in the investigations of such cases.

Contacts persons making allegations whenever possible to elicit further information.

Interviews parents and/or alleged perpetrator(s) concerning allegations. Elicits information concerning the family's history and current functioning.

Inspects the home for any physical evidence to corroborate or disprove allegations of abuse.

Inspects the home for evidence of neglect such as lack of food and proper clothing, inadequate sleeping arrangements or hazardous living conditions.

Escorts child(ren) to an appropriate medical facility for examination by medical professionals for signs of neglect and/or abuse as needed.

Interviews school personnel, doctors, nurses, relatives, neighbors and any other persons who may have relevant information concerning the family.

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CHILD PROTECTIVE SPECIALIST (continued)Assignment Level II (continued)Examples of Typical Tasks (continued)

Assesses safety and risks to children; reports to the supervisor as soon as possible in all situations where children are at serious risk; takes protective custody of children in imminent danger.

Assists in convening a case conference within 72 hours of removal of child(ren) from the home, including all parties involved in the child's(ren's) life (parents, service providers, community group representatives, etc.) to discuss the allegations of abuse and/or neglect. Participates in the decision making process to determine the services needed by the child(ren) and family.

Confers with supervisors on a regular basis concerning all cases under investigation.

Recommends referrals to Family Court, as deemed warranted; appears in Family Court and other courts as necessary.

Researches community resources in order to make appropriate referrals to other social service agencies, foster care, homemaking, medical/psychiatric services or day care.

Maintains case folders, administrative forms and controls.

Enters and maintains computerized records of case related information, including each visit, record review, collateral contacts, case action, and decision for each assigned case.

As requested, justifies in writing the rationale for actions taken or not taken and decisions made.

CHILD PROTECTIVE SPECIALIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

May carry out Court Ordered Supervisions and/or Court Ordered Investigations, as mandated.

May provide or arrange for a broad range of therapeutic and concrete services to families in crisis in an intensive effort to protect children and to avoid unnecessary placements.

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.

Notes:

Appointments to this class of positions are subject to a minimum probationary period of 18 months.

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 is or has been the subject of a child abuse and maltreatment report.

CHILD PROTECTIVE SPECIALIST (continued)

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.

Direct Lines of Promotion

From: None

To: Child Protective Specialist  
Supervisor (52367)