



ARIZONA DEPARTMENT OF CHILD SAFETY
Child Protective Services Specialist
Job Functions and Employment Requirements

Instructions: Read this document carefully, and complete and sign the Applicant Affirmations section. Completion of this document and agreement to comply with all provisions is required, for consideration of employment as a Child Protective Services Specialist. All CPS Specialists are held accountable for meeting these employment conditions. You will have an opportunity to ask questions about the job functions and employment requirements during the oral interview.

JOB FUNCTIONS

Case manager duties include, but are not limited to, the following functions:

1. Assessing child safety and risk
2. Conducting interviews/gathering information
3. Making in and out of home contacts with families and children
4. Attending Court and Foster Care Review Board hearings
5. Preparing case plans and conducting case plan staffings
6. Writing professional reports and documentation
7. Serving as a Community Liaison
8. Coordinating and Monitoring services
9. Placing children, including transportation, carrying children and moving of possessions
10. Traveling throughout Maricopa County and to other areas, as assigned.
11. Transporting oneself to and from various sites throughout the assigned area
12. Accessing various types of buildings and locations, including those without elevators, and transversing rough terrain.
13. Intensively using a computer and the Department's Child Welfare Software Programs

Primarily, there are two types of case managers - Investigation and On-going. Investigation case managers investigate reports of child abuse and neglect. On-going case managers provide continuing case management services to children and families. Children may be in their own homes or in out of home placements. Some On-going units carry specialized caseloads. Specialized units include, but are not limited to, Adoptions, Young Adult Program, Indian Child Welfare, In-Home Services and Child Help. New employees may be placed in an Investigation, On-going or specialized On-going unit.

SALARY

There are three grade levels for CPS Specialists. Your grade and salary status are determined by DES Personnel. The Interview Panel has no authority to change this determination. The pay scale is determined by grade: Grade 16(CPSS I)--\$33,312; Grade 17(CPSS II)--\$35,730; and Grade 18 (CPSS III)--\$38,855.

Although there is a salary range for each job classification, new case managers are started at the entry-level salary for their grade. This salary is non-negotiable. There may be exceptions for reinstatement, transfer, and promotional employees, who may have rights to salaries above the minimum hire rate. These special entrance rates require administrative approval prior to hire.

Raises are not guaranteed and may be infrequent.

EMPLOYMENT REQUIREMENTS

In order to perform this job you must agree to and meet the conditions specified in the CPS Specialist Employee Requirements document. These include, but are not limited to, the following requirements.

1. TRANSPORTATION

valid Arizona Drivers license current
Arizona vehicle registration proof of
insurance

your own reliable transportation. You must have access to a vehicle to perform your duties. You may own, rent, lease, borrow, or otherwise have a vehicle available. Proof of insurance and verification of registration requirements apply to all vehicles. (Note: Public transportation and state vehicles are not considered "your own reliable transportation")

This information must be provided to the Agency prior to the date of employment. **Your start date will be delayed, if you have not provided the required verification.**

CPS workers often transport clients and children in their vehicles. If you are offered and accept a position, it is recommended that you consult with your insurance agent regarding the amount of coverage appropriate for those circumstances. The State reimburses employees for mileage for personal vehicle usage.

You may be required to use your own transportation to transport clients.

2. FINGERPRINTS

Potential CPS employees must be fingerprinted and undergo a criminal background check. Fingerprinting must be completed prior to the date of employment. Employees are required to have a current Department of Public Safety Fingerprint Clearance Level 1 card. Omitting required criminal history information will be grounds for termination.

3. WORK HOURS

CPS office hours are 8:00 a.m. to 5:00 p.m.; however, case managers at times need to work overtime. Overtime must be pre-approved by the immediate supervisor. Alternative work hours may be required at the supervisor's discretion. You may be required to flex hours within a one-week period. You may be required to work holidays.

4. TRAINING

CPS Specialists must successfully complete all required training. This includes, but is not limited to, Office of Organizational and Management Development training, region-specific training, and the requirements of the DCS Child Welfare Training Institute.

Typically, the first nine to ten weeks on the job will be spent in full time training status, including a combination of Regional Orientation and Child Welfare Training Institute classroom training. Months three to six include a combination of on-the-job training and continued classroom training, as required.

Classroom training will be held in Phoenix or Tucson and may require overnight travel. Hotel accommodations are paid and staff is reimbursed at the State rate for meals and mileage. New case managers are assigned to the next scheduled training location. At the Region's discretion, staff may be required to report to any office within the chosen Region for field training.

It is important to complete required training uninterrupted and as scheduled. You are expected to be present every day for the duration of the training. Additionally, you should not expect to be approved for leave immediately upon reporting to your assigned field unit.

5. PLACEMENT

Staff will be assigned to a Supervisor, during the initial nine to ten week training. When there are existing vacancies, placements for new hires will normally be identified by the end of the first week. DCS will attempt to match new hires to their preferred geographic location; however, **new employees may be assigned to any office based upon Regional needs. Office location, unit assignment and job function may change, as assigned. New CPS Specialists agree to not request a lateral transfer to another position for a period of one year.** Unusual circumstances may be considered by the Program Manager. DCS has offices throughout Arizona's 15 counties.

Currently lateral transfers are extremely limited and require administrative approval.

New employees are placed on probation status for a minimum of one year from the date of hire. Applicants currently employed by a state agency, who have permanent status, will serve a six-month probationary period.

Regardless of placement location, employees may be required to travel outside their assigned

6. AGENCY BASED COMPUTER PROGRAMS

Employees are required to complete computer training and use the Department's required computer system/program as a primary job function. Employees must be able to develop competency in using the Department's computer system.

APPLICANT AFFIRMATIONS

Can you meet the requirements for your own reliable transportation, valid Arizona driver's license, current Arizona registration, and proof of insurance? Yes No

Are you an ASU stipend student? Yes No

Do you agree to accept placement based upon Regional needs? Yes No

You acknowledge and agree you may be assigned to attend training in Tucson requiring overnight stay for up to 6 continuous weeks, excluding weekends. Yes No

Are there any known circumstances that would prevent you from being present at training or on the job for the next to three months? Yes No If yes, please explain.

I have read and understand the job functions and employment requirements for Child Protective Services Specialists (CPSS) addressed in this document. I acknowledge and understand this is not an all-inclusive list of CPSS job functions and requirements. My signature indicates my agreement and ability to comply with the job functions, employment requirements and expectations specified in this document.

Name (Please print)

Signature

Date
