

CHILD PROTECTIVE SERVICE WORKER SENIOR**Nature of Work**

Under general supervision, performs complex social casework requiring the exercise of advanced professional judgment. Work is characterized by cases involving abuse, neglect and exploitation of children. These positions carry full professional responsibility for cases presenting a wide range of psycho-social and environmental problems with no limitations as to the difficulty of services that would be performed. Work requires the use of personal automobile for extensive travel. Employee is subject to being on-call during non-business hours and must be available and have access to a telephone. This position serves as a lead worker.

Distinguishing Characteristics

This level represents performance of services in serious and complicated cases with demonstrated effectiveness based on sufficient training and experience to train, assign and review the work of others, as a lead worker.

Examples of Work

Assigns, trains and reviews the work of others.

Ensures caseload is equally distributed and safety, service and treatment plans are up-to-date and accurate.

Works closely with the supervisor regarding caseloads, training and work performance of others.

Works within a caseload that crosses program lines into adoption, foster care and legal guardianship.

Conducts investigations concerning reports of abuse or neglect by talking with and visually observing affected individuals; interviews and assesses families to make decisions regarding the safety and well-being of children; talks with families/children, schools, relatives, neighbors, teachers, physicians and law enforcement; reviews pertinent records.

Conducts validating interviews with alleged victims of sexual abuse.

Assesses the validity of the reports (allegations) and the degree of danger the child may be in; documents the results of the investigation in appropriate systems.

Completes family assessments to determine family dynamics and issues which may be creating or precipitating a situation necessary for intervention.

Works with families and children as well as courts, providers, relatives and treatment teams to develop effective interventions that address the safety of the child, well-being, and permanency of placement.

Prepares safety, service and/or treatment plans to remedy the identified contributing problems/issues/factors, which will stop behavior patterns of abuse/neglect and/or the exploitation of children and solicits the family's cooperation.

Engages families and children in counseling to solve problems, refers them to other available resources, to monitor safety and risk of further abuse/neglect to prevent recurrence of abuse/neglect.

Evaluates the progress of family or living environment towards meeting the objectives of safety, service or treatment plans, modifies those plans and understands what the disposition of a case should be and when it should occur.

Files petitions for removal, testifies to findings in court, prepares detailed reports of family progress towards identified goals and outcomes; follows the requirements of documentation for legal sufficiency in discovery.

Makes appropriate placements for children, including but not limited to staying with relatives, in foster homes, emergency shelters, residential treatment facilities or hospitalizations.

CHILD PROTECTIVE SERVICE WORKER SENIOR (cont'd)**Examples of Work (cont'd)**

Conducts and facilitates Multi-Disciplinary Team meetings.

Accesses and utilizes reporting systems to prepare detailed case records/documentation for every contact, prepare specialized reports and composes correspondence.

Acts within required timeframes, communicates clearly and concisely in case documentation and in correspondence within and outside the agency.

May develop a specialty dealing with families affected by particular issues such as drug abuse, sexual abuse, mental illness, domestic violence or multi-factor abuse/neglect.

May be assigned to regional or statewide task groups to develop and assist with planning or reviewing of current practices/trainings/processes.

May serve as a witness in court cases where such becomes necessary to explain the nature of allegations, particularly to a jury.

May serve as a back-up supervisor as needed.

Knowledge, Skills and Abilities

Knowledge of advanced social work theory, casework methods and community organizations.

Knowledge of human behavior and behavioral sciences, particularly concerning child development, family dynamics and interpersonal relationships.

Knowledge of state and federal social welfare laws, rules and regulations, particularly those concerning child abuse and neglect policy. (i.e. Gibson, ASO, ASFA, Title IV-E, Chapter 49 of the WV Code, and BCF policy Chapter 9000).

Ability to identify and assess clients' emotional states, behavioral indicators, family dynamics and overt signs of abuse to evaluate safety and risk to determine whether an abusive situation exists.

Ability to develop, understand and explain the rationale for client safety/service or treatment plans, when each is to be used, and what is appropriate as a service or provision in each.

Ability to influence people to engage families in problem solving activities and assist them in changing the attitudes and behaviors which created the need for intervention.

Ability to work effectively with courts, judges, attorneys, law enforcement and other professionals; ability to learn to give legal testimony and proper court documentation.

Ability to communicate with various individuals with varying problems and issues, including but not limited to individuals with emotional or mental problems, substance abuse issues, and/or domestic violence situations.

Ability to maintain detailed case records and extensive documentation, prepare specialized reports, and compose correspondence in both written and database format.

Ability to visualize, articulate, conceptualize or solve very complex, high profile problems by making decisions that are sensible given the available information.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Current West Virginia Social Worker License.

Experience: Three (3) years of full-time or equivalent part-time paid experience in adult or children's services in a public or private health and human services agency.

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CHILD PROTECTIVE SERVICE WORKER SENIOR (cont'd)

Minimum Qualifications

Substitution: Master's degree in Social Work may substitute for two (2) years of the required experience.

Promotional Only: Two (2) years of full-time or equivalent part-time paid experience in the Child Protective Service Worker series, one (1) year of which must have been at the full-performance level.

Established: 03/31/2018

Effective: 03/31/2018