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## CHILD PROTECTIVE SERVICE SUPERVISOR

### **Nature of Work**

Under general supervision, performs complex supervisory work in the provision of child protective services. Plans, assigns, and reviews the work of employees performing child protective services; performs related supervisory functions. Coordinates the work of the unit with inter- and intra-governmental units, community organizations, and advocacy groups. Work may require the use of personal automobile for travel. Employee is subject to on-call status during non-business hours. May be required to deal with situations which are potentially dangerous to client and worker. Performs related work as required.

### **Distinguishing Characteristics**

This class is intended for positions which are assigned duties predominantly in the supervision of child protective services.

### **Examples of Work**

Plans, develops, and executes a primary mission of child protective services in a county or multi-county area through professional and para-professional staff.

Supervises daily work of the staff.

Develops and implements services and support programs within regulatory and statutory guidelines.

Maintains liaison with appropriate allied agencies and organizations.

Serves as consultant in area of responsibility.

Studies and recommends policy, procedures, standards, and operational methods for consideration by agency administration.

Prepares necessary reports and records to reflect operation status of the program.

Directs staff development activities within area of assignment.

Evaluates effectiveness of child protective services.

Counsels and guides professionals in the development of individual or group programs for the rehabilitation of customers.

### **Knowledge, Skills, and Abilities**

Knowledge of the functions, organizations, and regulations in child protective services.

Knowledge of the laws and regulations underlying child protection, domestic violence, foster care, and children's mental health.

Knowledge of the social rehabilitation process including procedures, methods, techniques, and practices with particular focus on family systems and family-centered practice.

Knowledge of structure, functions, relationships, and practices of organizations as related to individual and family problems.

Ability to effectively direct the work of multi-disciplinary groups in a team approach.

Ability to establish relationships with professional and lay people at all levels.

Ability to instruct and present ideas and information clearly and concisely, orally and in writing.

Ability to supervise professional and para-professional staff.

Ability to manage complex programs for the benefit of customers and the community.

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**CHILD PROTECTIVE SERVICE SUPERVISOR (cont'd)**

**Minimum Qualifications**

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

**Substitution:** Current West Virginia Social Worker License.

**Experience:** Four (4) years of full-time or equivalent part-time paid social work experience in a public or private human services agency, three (3) years of which must have been at the full-performance level in children's services.

**Substitution:** A Master's degree in Social Work from a regionally accredited college or university may substitute for two (2) years of the required experience.

**Promotion Only:** Four (4) years of full-time or equivalent part-time paid experience in the Child Protective Service Worker Series, three (3) years of which must have been at the full-performance level.

Established: 12/19/1996

Revised: 01/21/1997; 05/02/1997; 10/5/2000; 06/12/2015; 01/06/2016; 04/06/2018;  
10/01/2018

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