



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CHILD PRECTIVE SERVICE (CPS) ADOPTION CONSULTANT

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
CPS Adoption Consultant	SADC23	SE	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Provide expert case consultation to CYFD staff matching and placing children for adoption. The position plans, organizes and coordinates the activities of a placement (foster care and adoption) program on an operational level.

#### Nature of Work

CPS Placement Consultants identify potential adoptive placements and actively participate in the process to move an adoption toward finalization. The Adoption Consultant will provide and attend trainings on adoption and will promote adoption in communities. The Adoption Consultant develops and participates in recruitment activities to identify families for children with a plan of adoption. Determine a child's adoption plans, make selection of possible adoptive families to be sent to the field for specific children. Make decisions on treatment plans and approaches with social work staff regarding adoptive post-placement and post-decree cases. Assess adoption barriers related to finding adoptive families for special needs children. Ensure effective transitions are organized and carried out to facilitate the adoptive placement of a child. Provide expertise, support, and referral to services for adoptive families as they work to assimilate child into their family.

#### Distinguishing Characteristics

*The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Ensure all children have a Central Adoptions Unit (CAU) referral.
- Attend and participate in change of plan to adoption staffing.
- Identify potential adoptive families for children freed for adoption.
- Coordinate and facilitate matching staffing.
- Document all matching efforts in FACTS system.
- Respond to child specific inquiries in a timely manner.
- Act as a liaison between private adoption agencies and CYFD to ensure effective communication between treatment and the contract agencies.
- Meet with waiting adoptive families at quarterly meetings in County Offices to provide current information on children ready for adoptive placement.
- Plan and carry out effective transition plans for child into adoptive family.
- Ensure adoptive family is provided needed services to support effective adoptive placement.
- When no in-state families are identified, implement recruitment efforts out-of-state.

## CHILD PRECTIVE SERVICE (CPS) ADOPTION CONSULTANT

- Coordinate television tapings of waiting children with the Adoption Exchange.

### **Recommended Education and Experience for Full Performance**

Master's Degree in Social Work from an accredited college/university and four (4) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care. Must possess licensure by the New Mexico Board of Social Work Examiners at the LMSW or LISW level.

### **Minimum Qualifications**

Master's Degree in Social Work from an accredited college/university and two (2) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care. Must possess licensure by the New Mexico Board of Social Work Examiners at the LMSW or LISW level.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment

**Therapy and Counseling** — Knowledge of principles

**Psychology** — Knowledge of human behavior and performance; individual differences in ability

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words

**Education and Training** — Knowledge of principles and methods for curriculum and training design

**Public Safety and Security** — Knowledge of relevant equipment

**Sociology and Anthropology** — Knowledge of group behavior and dynamics

### **Skills**

**Service Orientation** — Actively looking for ways to help people.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

## CHILD PRECTIVE SERVICE (CPS) ADOPTION CONSULTANT

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Persuasion** — Persuading others to change their minds or behavior.

**Statutory Requirements:** Must possess licensure by the New Mexico Board of Social Work Examiners at the LMSW or LISW level.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on CYFD *utilization*, *essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 10/12/2012      **Revised:** 8-24-2018: Job and Pay code change.

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*