



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CHILD PROTECTIVE SERVICES (CPS) PERMANENCY PLANNING WORKER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
CPS Permanency Planning Case Worker	SPCP20	SD	
CPS Permanency Planning Senior Worker	SPCP23	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

Coordinate assessments and permanency plans for children in the custody of the Children, Youth and Families Department (CYFD) to promote child safety, permanency, and wellbeing.

#### Nature of Work

The CPS Permanency Planning Worker plans, organizes and coordinates the activities of a Child Protective Services permanency planning program. Conducts ongoing assessments to determine child safety, permanency and well-being. Visits with family members on a monthly basis to assess safety and to determine if the case plan is being implemented and services are effective. Develops reports to the court to inform parties of progress and/or barriers to permanency. Provides testimony in support of information provided to the court. On a rotating basis, provides afterhours response to CPS emergencies.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### CPS Permanency Planning Worker

- Conduct and complete assessment of safety, family reassessment of risks and strengths and family needs.
- Partner with community service providers to monitor case progress.
- Work collaboratively with community service providers and foster and adoptive parents.
- Work across service areas and with community partners to provide comprehensive services to families.
- Assess for appropriateness of, and if necessary, complete concurrent planning activities for those children in custody.
- Participate in FGDM, FCM and/or multidisciplinary meetings to develop ongoing safety plans and/or treatment plans for children at risk.
- Identify and maintain appropriate and stable placements for children requiring out-of-home care.
- Provide case management services for children served by CYFD.

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- Document written case plans and permanency plan in accordance with management directives.
- Document monthly contact with reference back to case plan in accordance with management directives.
- Arrange/refer to those services/providers identified in the case plan, to include but not be limited to placement services, providers, IL services, etc.
- Complete SDM tools in accordance with agency policy & procedures.
- Complete ongoing Title IV-E eligibility re-determinations for children in custody.
- As appropriate, complete SSI applications for those children presumed eligible for services.
- Conduct medical case management activities for eligible clients.
- Provide CRB material on a timely basis.
- Provide quality CPS permanency planning services to children served by the agency and assume limited administrative responsibility for unit and other duties as assigned to achieve agency mission:
- Respond to FACTS ticklers.
- Work with management to identify positive practice issues within cases.
- Participate in any local Quality Assurance reviews.
- Participate on agency work groups and/or task forces as assigned.

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

Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services 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.

### **Minimum Qualifications:**

Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services from an accredited college/university.

### **CPS Permanency Planning Senior Worker**

- Serve as the Lead Worker in a unit of Protective Services workers who coordinate assessments and permanency plans.
- Mentor and provide guidance to less experienced caseworkers.
- Conduct ongoing assessment and service planning with children and families to address safety and risk issues and build upon family strengths so as to provide protection, well-being and permanency for children.
- Work with assigned families in adherence to policy and procedures and mission statement in order to have effective relationships with clients.
- Document case information in FACTS.
- Make reasonable efforts to implement the case plan and achieve permanency.
- Obtain information necessary to create appropriate case plans.
- Assess safety, risk and family needs and strengths.
- Provide and/or arrange for assessments/evaluations and ongoing services.
- Evaluate family progress.
- Complete eligibility determinations as required.

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- Meet with community partners such as law enforcement, school officials, service providers, medical community, child care centers, judicial community, foster parents, CRB, CASAs, etc. on case specific issues.
- Provide community, central office, and staff access to him/her to receive and respond to issues, concerns and/or complaints.
- Provide/arrange for response to client/supervisor and community complaints and concerns in a timely manner.
- Publicly support CPS and CYFD and share information with appropriate persons so as to provide quality service delivery, access to services, and awareness of the needs of the families in the county.
- Participate in county based staff retention efforts including sharing information with supervisor and COM as the need arises.
- Enter case related payments accurately and in a timely manner.
- Represent the supervisor at community meetings.
- Adhere to office practices concerning posting calendars and signing out to other work locations.
- Attend and participate in required trainings.
- Upon request of County Office Manager/supervisor, function as unit supervisor when supervisor is absent.

### Recommended Education and Experience for Full Performance

Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services 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.

### Minimum Qualifications

Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services 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.

### 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

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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.

**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 oneself, other individuals, or organizations to make improvements or take corrective action.

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

**Statutory Requirements:** N/A

**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.*