



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CHILD PROTECTIVE SERVICES (CPS) PLACEMENT SUPERVISOR

Class Title	Class Code	Pay Band	Alt Pay Band*
CPS Placement Supervisor	SPCS26	SF	

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

#### Purpose

Supervise a unit of CPS Placement Workers who coordinate and facilitate the placement of children in Children, Youth and Families Department (CYFD) custody by studying families interested in becoming foster and / or adoptive families. Devote a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees\*\*, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel.

#### Nature of Work

CPS Placement Supervisors devote a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and responding to worker and client needs in a timely fashion in adherence with policy and procedures. They effectively manage and promote staff development through leadership and support of workers in skill-building and program development. They make decisions regarding assignment and prioritization of cases that affect clients and staff. May deny applications to adopt. Provide accurate and comprehensive information to management; prioritizing a complicated workload; managing effective communication with all areas of the agency.

#### Distinguishing Characteristics

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

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

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- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Makes assignments to workers in unit on a timely basis and provide directions to worker on timeframes, quality, and problem solving.
- Creates a monthly schedule that will accommodate the needs of the unit, County Office Managers (COM), CPS staff, supervisor, and the Statewide Placement Manager and provides a copy to all relevant parties within management established timeframes.
- Meets with COMs to discuss placement activities and areas covered in monthly report.
- Provides updated list of referrals to contact agencies within management established timeframes to central office.
- Conducts monthly individual supervision staffing with workers and document in FACTS under supervisory conference.
- Attends court hearings as needed.
- Ensures that assignments to adoption agency contractors are monitored for timeliness and completeness
- Notifies placement consultants when unit meetings are scheduled.
- Monitors assignments to ensure that home studies, other than child specific and/or relatives, are completed within management established timeframes.
- Ensures that all FACTS work on inquiries are completed (pending licenses, appropriate dates, checklists, services, etc.)
- Ensures that FBI checks are initiated within management established timeframes.
- Monitors cases to ensure that all adoption cases have an appropriate and individualized treatment plan.
- Ensures the completion of home study assessments accurately and in accordance with CYFD policies and procedures.
- Ensures that FACTS work on post placement cases (placement, payment, treatment plan, eligibility, special needs certification, etc.) is complete and accurate.

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

Bachelor's Degree in Social Work from an accredited college/university and six (6) 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, two (2) years of which must be supervisory. Must possess licensure by the NM Board of Social Work Examiners at the LBSW, LMSW, or LISW level.

### **Minimum Qualifications**

Bachelor's Degree in Social Work from an accredited college/university and four (4) years of any combination of experience including working with communities on health or social service related matters, social work/case management experience, behavioral health and/or health care, and licensure by the NM Board of Social Work Examiners at the LBSW, LMSW, or LISW level or eligibility for such licensure in accordance with NM requirements; **OR**,

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A Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services from an accredited college/university and six (6) years of any combination of experience including working with communities 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

**Leadership** - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

**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

**Leadership** - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

**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.

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**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 yourself, 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.

**Bargaining Unit:** Not covered

**Established:** 10/12/2012      **Revised:** 3/28/2014; 8-24-2018: Job and Pay code change.

*\*\*Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

*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.*