



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 to ensure this represents the most current copy of the description.