



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CHILD PROTECTIVE SERVICES (CPS) PERMANENCY PLANNING SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
CPS Permanency Planning Supervisor	SPPS26	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

Devotes a substantial portion of time coordinating assessments and permanency plans for children in the custody of the Children, Youth and Families Department (CYFD); assigns and directly supervises work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviews and recommends selection of applicants and conducts training of personnel.

Nature of Work

CPS Permanency Planning Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and coordinating assessments and permanency plans for children in the custody of the Children, Youth and Families Department.

Distinguishing Characteristics

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

- Devote a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Act upon leave requests, conduct annual performance evaluations and recommend disciplinary actions.
- Conduct training of personnel; may interview and recommend selection of applicants.
- Provide career coaching through mentoring and arrange for outside training opportunities when possible.
- Make well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Make point of view in a clear and convincing manner.
- Listen effectively and clarify information as needed.
- Identify and analyze problems; weigh relevance and accuracy of information; generate and evaluate alternative solutions; make recommendations.
- Write in a clear and concise manner.
- Develop networks and build alliance; collaborate across boundaries to build strategic relationships and achieve common goals.
- Build and manage workforce based on organizational goals, budget considerations, and staffing needs

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- Ensure that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keep up to date on occupationally specific technological developments; make effective use of technology to achieve results.
- Assign cases within unit to ensure case coverage and balance caseloads while minimizing disruptions to families;
- Monitor case progress to provide that court reports, reports to CRB, worker attendance at court hearings and meetings are in accordance with agency policy and procedures;
- Review cases and meet with staff to consider whether monthly visits are occurring with children and families.
- Monitor cases to provide for timely response to out-of-home service providers and family;
- Review and approve FACTS generated payments to provide for timely reimbursements to providers while ensuring accuracy so as to minimize over-payments.
- Review work product for accuracy and completeness.
- Coordinate and participate in Family Group Decision Making (FGDM) and FCM (Family Centered Meeting and/or multi-disciplinary meetings with staff.
- Work across service areas and with families and providers to provide comprehensive and coordinated services to families.
- Review FACTS generated reports to determine unit's compliance with national standards, performance based budget measures and agency policy and procedures.
- Review work product to ensure appropriate case planning and permanency plans for children in custody.
- Conduct New Mexico Safety Assessment case reviews.
- Participate in Quality Assurance reviews as requested.
- Partner with and work collaboratively with Children's Court Attorneys, placement and other department service areas.
- Review any Quality Assurance review results and work with office staff to develop and implement performance improvement plans;
- Participate in agency work groups and task forces as required;
- Use FACTS ticklers to track case movement;

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 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.

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.