



## CHILD PROTECTIVE SERVICES (CPS) REGIONAL MANAGER

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### **General Summary**

The CPS Regional Manager provides administrative management and clinical supervision to regionally based county managers & placement supervisors

### **CPS Regional Manager**

**Jobcode: SRMX46**

**Pay Band: SI**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

The CPS Regional Manager is responsible for managing the provision of child protective services, permanency planning services, foster parent recruitment and licensing and adoptive parent recruitment and licensing.

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

Master's Degree in any field of study from an accredited college or university and ten (10) years of experience in the management and direct provision of child welfare services, policy and procedure writing, and program research and development. Any combination of education from an accredited college or university and direct experience in child welfare totaling sixteen (16) years may substitute for the required education and experience.

### ***Minimum Qualifications***

Master's Degree in any field of study from an accredited college or university and eight (8) years of experience in the management and direct provision of child welfare services, policy and procedure writing, and program research and development. Any combination of education from an accredited college or university and direct experience in child welfare totaling fourteen (14) years may substitute for the required education and experience.

### ***Essential Duties and Responsibilities\****

- Provides direct supervision to assigned county office managers, area placement supervisors and permanency planning facilitators.
- Conducts quality assurance and performance improvement activities and monitors offices to support good practice and family centered services.
- Utilizes community partnerships to support the provision of family centered services to those families requiring protective services.
- Functions in a leadership role and conducts other duties as assigned to achieve agency mission.
- Works collaboratively with regional managers within other service areas of the Children, Youth and Families Department.

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**Bargaining Unit: Not represented.**

**Statutory Requirements: N/A**

**Conditions of Employment:** Work is performed in an office setting. Late hours, weekend and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Some travel may be required.

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**Working Conditions:** Working Conditions for individual positions in this classification will vary based on each agency's 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.

**Established:** 04/28/2014      **Revised:** 6/1/2015; 8-24-2018: Job and Pay code Change

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*\*Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*