



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CHILD PROTECTIVE SERVICES (CPS) YOUTH TRANSITION COORDINATOR

Class Title	Class Code	Pay Band	Alt Pay Band*
CPS Youth Transition Coordinator	SYTC23	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 services for youth who have or are likely to age out of foster care and who are in the custody of the Children, Youth and Families Department (CYFD).

Nature of Work

CPS Youth Transition Coordinator will make decisions regarding independent living (IL) assessments and recommendations; review transitional living plans (TLP) and determine results and recommendations; assess youth during life skills classes and make determinations accordingly. Attend and participate in staffing and treatment team meetings for youth. Provide technical assistance to the field, contact providers and the community regarding the Chafee Act and the New Mexico Independent Living Program (NMILP). Facilitate and/or participate in CPS to Adult Protective Services (APS) transition staffing, youth transition staffing, and change of plan staffing. Train foster and adoptive parents and permanency planning staff on the NMILP services and monitor contracts and procedures.

Distinguishing Characteristics of Levels

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.

- Meet with youth attending IL classes to evaluate youth's progress in class and communicate regarding the youth's class participation to the assigned permanency-planning worker.
- Provide life skills training to all eligible youth in a group and/or one-on-one.
- Coordinate ongoing life skills training with facility staff, foster parents, and adoptive parents.
- Manage relationships with youth while demonstrating appropriate professional boundaries.
- Submit monthly report on all services provided during the previous month.
- Educate referral sources about the independent living program including conducting trainings/presentations regarding updated policies and procedures.
- Review all Start Up and ETV applications to ensure their appropriateness and completeness and provide to the Independent Living Manager for disposition.
- Solicit and respond to intakes from tribal entities to provide IL services to tribal youth in tribal CPS custody, as appropriate.
- Provide monthly calendars of life skills classes to County Office staff and youth in advance of planned classes.

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- Provide the referring social worker with a letter summarizing the youth's participation in the IL class/tutorial.
- Document assessments, life skills, training, staffing, and other efforts in each youth's FACTS case.
- Participate in Youth Transitions Task Force (YTTF) and YANM meetings on a monthly basis.
- Actively recruit youth from identified region to participate in YANM, YTFF, and other meetings and conferences.
- Interview youth ages 16 and older and all youth with a PPLA plan for his/her appropriateness for independent living classes and/or tutorial and for general IL services.

Recommended Education and Experience for Full Performance

Master's Degree in Social Work 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. Must possess a current license at the LMSW or LISW level issued by the NM Board of Social Work Examiners or eligibility for such licensure in accordance with New Mexico requirements.

Minimum Qualifications

Master's Degree in Social Work from an accredited college/university and two (2) 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 LMSW or LISW level or eligibility for such licensure in accordance with NM requirements; **OR**,

A 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 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 the meaning and spelling of words

Education and Training — Knowledge of principles and methods for curriculum and training design

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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 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.

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: 3/28/2014; 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 to ensure this represents the most current copy of the description.