



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CHILD, FAMILY, AND SCHOOL SOCIAL WORKERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Child, Family, & School Social Workers-B	G1021B	55	
Child, Family, & School Social Workers-O	G1021O	60	
Child, Family, & School Social Workers-A	G1021A	65	

**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

Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist single parents, arrange adoptions and find foster homes for abandoned or abused children. In schools, social workers address such problems as teenage pregnancy, misbehavior and truancy. May also advise teachers on how to deal with problem children.

Nature of Work

Child, family, and school social workers provide social services and assistance to improve the social and psychological functioning of children and their families. Workers in this field assess their client's needs and offer assistance to improve their situation. This often includes coordinating available services to assist a child or family. They may assist single parents in finding day care, arrange adoptions, or help find foster homes for neglected, abandoned, or abused children. These workers may specialize in working with a particular problem, population or setting, such as child protective services, adoption, homelessness, domestic violence, or foster care.

Distinguishing Characteristics of Levels

Note: 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.

Basic

- Employees in this Role address teenage pregnancy, misbehavior, and truancy; advise teachers on how to deal with problem children; arrange adoptions and locate foster homes for abandoned or abused children; assist in maximizing family well being and academic functioning of children; assist in providing advice to single parents; assists in improving social and psychological functioning of children and their families; prepare reports of client progress.

Recommended Education and Experience for Full Performance

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Associate's Degree in Human Services or Social Sciences and four (4) years of experience in mental health and/or substance abuse counseling.

Minimum Qualifications

High School diploma or Equivalency and two (2) years of experience in a mental health and/or substance abuse counseling environment.

Operational

- Employees in this Role provide direct psychotherapy and conduct follow-up on cases; provide community needs assessments; provide case staffing; provide crisis/emergency services; coordinate program plans and implementation with other agencies; lead client support groups; conduct interviews for intake, assessment, referral, and reassessment; recommend interventions, placements and services; develop service/treatment and discharge plans for clients and patients; prepare administrative and programmatic reports such as home studies, assessments, reassessments, social and medical summaries, and legal documents.

Recommended Education and Experience for Full Performance*

Bachelor's Degree in Human Services, Social Sciences, Social Work or Counseling and two (2) years experience in mental health and/or substance abuse counseling.

Minimum Qualifications

Associate's Degree in Human Services or Social Sciences and two (2) years of experience in mental health and/or substance abuse counseling. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Advanced

- Employees in this provide clinical counseling services and advanced consultation to clients and families in behavior management.
- Employees plan and implement program policies and procedures; recommend program development to provide required services and changes in policies and procedures; testify as an expert state witness; recruit and train foster and adoptive parents; and conduct in-service trainings in area of expertise.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Human Services, Social Sciences, Social Work or Counseling and four (4) years of experience in mental health or substance abuse counseling.

Minimum Qualifications

Bachelor's Degree in Human Services, Social Sciences, Social Work or Counseling and two (2) years of experience in mental health and/or substance abuse counseling. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

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.*

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Knowledge

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Skills

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.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

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.

Service Orientation — Actively looking for ways to help people.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

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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: 07/07/2001 **Revised:** 9/20/2011; 4/5/2016 (Min Quals)

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

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.