



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

IN HOME SERVICES (IHS) PRACTITIONER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
IHS Practitioner	SIHP23	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

Develop and implement interventions with children and families receiving voluntary services to reduce risk and promote the safety of children who have experienced or may be at risk of experiencing child maltreatment.

Nature of Work

In Home Services Practitioner develops and implements interventions with children and families receiving voluntary services to enhance families' capacity to provide for their children and enhance child well-being. IHS Practitioner works collaboratively with internal and external partners to ensure the provision of quality services so as to achieve the goals of safety and well-being for children and families served by the Children Youth and Families Department (CYFD). They make day-to-day decisions regarding families in crisis, identify services/resources needed to address risk and safety issues where children are at risk of placement in substitute care and are subject to treatment plans determined by CYFD workers.

Distinguishing Characteristics of Levels

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

- Conduct assessments to identify safety issues and protective factors for children receiving in-home services.
- Develop, implement and monitor safety plans.
- Determine the amount of contact that the family requires to promote safety and effectively monitor the safety plan and provide contact at that level.
- Conduct safety assessments prior to case closure and address outstanding safety issues.
- Utilize the New Mexico Safety Assessment tool to guide, process and document the assessment and plan.
- Review SDM Risk and Family Needs and Strength instruments as part of process to identify family concerns.
- Work with family to identify additional needs, including but not limited to medical, educational, dental and mental health needs of children.
- Create a written case plan outlining the intervention and the desired results.
- Identify community resources that are available and adequate to meet the needs of the family.

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- Make referrals to community providers/resources as appropriate and provide follow-up to ensure family has the opportunity to connect with providers.
- Teach family members skills to enhance the family's capacity to care for their children.
- Work with community providers to assess family progress.
- Collaborate across service areas and with providers to ensure comprehensive services for families in need
- Document case plans (safety/assessment & treatment) and activities in FACTS.
- Secure releases so as to communicate with providers and other natural helpers involved with the family.
- Document the need for and the purpose of any emergency discretionary fund expenditures.
- Coordinate and/or participate in FDGM, TDM and/or multidisciplinary meetings with families to develop appropriate case plans.
- Partners with community providers and other Department services to assist families in enhancing their capacity to safely and appropriately care for their children.
- Participate in after hours on-call schedule.

Recommended Education and Experience for Full Performance

Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology or Criminology from an accredited college/university is required for this position 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 in New Mexico as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC, LMHC or LMFT or eligibility for such licensure in accordance with New Mexico requirements.

Minimum Qualifications

Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology or Criminology from an accredited college/university is required for this position and two (2) 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 in New Mexico as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC, LMHC or LMFT or eligibility for such licensure in accordance with New Mexico requirements.

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.

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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

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 yourself, other individuals, or organizations to make improvements or take corrective action.

Persuasion — Persuading others to change their minds or behavior.

Statutory Requirements: Must possess a current license in New Mexico as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC, LMHC or LMFT or eligibility for such licensure in accordance with New Mexico requirements.

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: 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.