



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CHILD PROTECTIVE SERVICES (CPS) PLACEMENT WORKER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
CPS Placement Case Worker	SPCW20	SD	
CPS Placement Senior Worker	SPCW23	SE	
CPS Placement Specialist	SPCW26	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.*

#### Occupation Description

Coordinate and facilitate the placement of children in Children, Youth and Families Department (CYFD) custody by studying families interested in becoming foster and adoptive families.

#### Nature of Work

The Placement Worker will individually document and evaluate cases (assessment, treatment plans etc.) to assure quality, quantity and completeness as per CYFD policy and procedures. The Placement Worker will promote staff and community development by supporting workers and providers in skill building and program development regarding Placement Services. Will provide post placement services to adoptive and foster families. The Placement Worker completes licensing requirements on a timely basis and in accordance with CYFD guidelines in order to have an effective community relationship with clients and vendors. Make decisions regarding granting licensure to foster families, approving adoptive families, matching available children with approved families, and placing children accordingly.

#### 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.*

#### CPS Placement Worker

- Complete foster and adoptive home study assessments in accordance with CYFD policy and procedures time frames.
- Conduct pre-service training for prospective foster/adoptive families on at least quarterly.
- Attend regular meetings with CPS staff to update Placement Activities and discuss questions and concerns within management established timeframes.
- Attend community fairs, public forums to promote the foster and adoption program.
- Monitor providers who have violated policy for completion of appropriate corrective actions.
- Create a monthly calendar that will accommodate the needs of clients, co-workers, staff, County Office Managers (COM) and supervisor regarding monthly activities.
- Maintain regular monthly contact with foster and adoptive parents to facilitate timely updates and document in FACTS.

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- Conduct and document home visits and contacts on all providers into FACTS within management established timeframes.
- Respond to concerns that interfere with effective service delivery within management established timeframes.
- Create a monthly schedule that will accommodate the needs of clients, COM's, CPS Staff, and Supervisor.
- Negotiate, prepare and submit subsidy requests prior to signing the Adoption Agreement.
- Conduct and document monthly home visits and contact with children in post-placement review on a monthly basis.
- Participate in staffing to review the factors contributing to the disruption and the selection of the adoptive family as a best interest placement.
- Provide post decree services to families upon assignment.
- Upon case assignment, open provider with applicable licenses (pending, provisional, relative, ICPC, adoption, foster care, etc.) in FACTS.
- Complete FACTS work on inquiries/providers as per policy and procedure (i.e. services, training, checklist, etc.).
- Maintain all provider records and ensure that all necessary documentation and information is in the family case record.
- Document home visits on all licensed providers and document contact in FACTS within management established timeframes.

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

Bachelor's Degree in Social Work from an accredited college/university and licensure by the New Mexico Board of Social Work Examiners at the LBSW, LMSW, or LISW level 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.

### **Minimum Qualifications:**

Bachelor's Degree in Social Work from an accredited college/university and licensure by the New Mexico Board of Social Work Examiners at the LBSW, 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 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.

### **CPS Placement Senior Worker**

- Serve as the lead worker in a unit of placement social workers who coordinate recruitment and placement functions for approval of foster and adoptive families.
- Mentor less experienced caseworkers.
- Complete foster and adoptive home study assessments in accordance with CYFD policy and procedures time frames.
- Provide the post-placement services to adoptive and foster families.
- Ensure all policy and procedure requirements are met.
- Assist supervisor in training co-workers and new workers in documentation and evaluation of cases.

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- Assist in training/mentoring new social workers.
- Ensure that payments are processed on a timely basis and in accordance with CYFD guidelines in order to have an effective community relationship with clients and vendors.
- Ensure that all FACTS work is completed on inquiries/providers as per policy and procedure (i.e., services, training, checklist, etc.)
- Promote staff and community development by supporting workers and providers in skill building and program development regarding placement services.
- Maintain provider licenses.
- Attend all mandatory supervision staffings, general staffings, unit meetings, trainings, workshops, etc.
- Attend regular meetings with CPS staff to update placement activities and discuss questions and concerns on a monthly basis.
- Attend community fairs and public forums to inform the community about the foster and adoption programs.
- Maintain all provider records and ensure that all necessary documentation and information is in the family case record.
- Ensure that providers who have violated policy have appropriate corrective actions completed.
- Assist in supervisory duties in the absence of the supervisor.
- Provide information to the community through presentations and literature for community fairs, special occasions or upon request.
- Supply information and referrals for placement workers and providers as needed and upon request.
- Provide post-placement services to families as needed.
- Negotiate, prepare and submit subsidy requests prior to signing the Adoption Agreement.
- Ensure that all adoption activities are complete, accurate, and occur in a timely fashion and in accordance with policy and procedures and for finalization of adoption.

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

Bachelor'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 licensure by the New Mexico 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 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 LBSW, 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.

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### CPS Placement Specialist

- Provide expert case consultation to field staff in the area of foster care and adoptions (placement) services and will provide services to foster and adoptive families requiring specialized skills or expertise.
- Provide crisis intervention and other therapeutic services to foster parents for the purpose of increasing placement stability, reducing maltreatment in foster care and improving retention of foster parents.
- Provide placement services for relative families to address the unique challenges of providing care for kin and conducting other licensing and retention activities.
- Provide pre- and post- services to adoptive families, including crisis intervention and other therapeutic services to support placement stability.
- Provide home-based psycho-social support to adoptive families.
- Provide specialized training and facilitate meetings with relative and other foster and adoptive providers.
- Complete initial 5-day visits with new placements.
- Complete foster parent assessment in the event of a safety/incident report.
- Attend SAFE training and occasionally conduct home studies of potential foster and adoptive families.
- Provide training to potential adoptive and foster parents.
- Assist in training/mentoring of new placement workers in unit.
- Hold bi-weekly or monthly support groups on various topics of interest.
- Be available for consultation on placement issues to county staff, resource families, providers and community members.
- Promote foster care and adoption programs in community by participating in public speaking or other recruitment activity.
- Attend court hearings as needed.
- Attend staffing (matching, disclosure, disruption, transfer, etc.) or ensure that placement representative is present.
- Maintain full understanding of current policies and procedures, Children's Code, Adoption Act, ASFA, Foster Care Regulations, FACTS procedures, etc.
- Ensure that all FACTS work is completed (pending licenses, appropriate dates, checklists, services, etc.)

### 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. Must possess licensure by the New Mexico 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, working on health or social service related matters, social work/case management experience, behavioral health and/or health care. Must possess licensure by the New Mexico Board of Social Work Examiners at the LBSW, LMSW, or LISW level.

### 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

**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

**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: 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.

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**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](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*