



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CHILD PROTECTIVE SERVICES (CPS) TITLE IV-E SPECIALIST

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
CPS Title IV-E Specialist	STIV23	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

Provide technical assistance to Child Protective Services workers about Title IV-E/Medicaid programs, determinations of eligibility for federal programs, auditing child welfare case records, computer system trouble shooting, error resolution, and data entry.

Nature of Work

The Title IV-E Specialists independently approve applications and change orders for Social Security Administration (SSA) and authorize expenditures of SSA funds for foster children. They assist with permanency planning for foster children depending on eligibility and funding. They research, audit and enter Title IV-E, Social Security and Medicaid eligibility data for all children in Children, Youth and Families Department (CYFD) custody. Ensure that all children in CYFD custody are coded correctly in the FACTS system regarding all federal programs requiring Title IV-E Specialists to be constantly apprised of all federal regulations on Title IV-E, Medicaid and SSI/SSA programs.

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.

- Monitor program compliance and maximize all federal revenues for Title IV-E and monitor several computer information systems for Title IV-E (databases: Title IV-D, Title IV-A, Title XVI, DOL, CESIS, and Title XIX).
- Properly determine eligibilities for Title IV-E in FACTS for each foster child in assigned geographic area.
- Create reports for management including but not limited to monthly case counts.
- Provide information and documentation for auditors as requested.
- Review new program instructions and provide recommendations to supervisor.
- Provide TA and program input for BIT for SACWIS improvements.
- Train social worker field staff on the Title XIX Program.
- Properly determine Medicaid eligibilities for each foster child in assigned geographic area. Provide Medicaid technical assistance for social workers and managers over the phone as requested within one day of the request.

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- Provide follow-up training and technical assistance over the phone as requested by workers, managers and supervisors within one day of the request.
- Manually create Medicaid eligibilities for cases when needed.
- Ensure clients are enrolled in SALUD Managed Care timely.
- Review new program instructions and provide recommendations to supervisor.
- Contact HSD/MAD staff and ACS/Consultec staff for program continuity and harmony.
- Assist with program audits - both internal auditors and audits by other governmental agencies and independent auditors.
- Work with field staff to increase the percentage of SSI eligible foster children.
- Ensure coordination with Social Security Administration for cases in assigned geographic area.

Recommended Education and Experience for Full Performance

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, 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, 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, working 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

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.

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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:

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.