

CLASS TITLE: ADMINISTRATOR, CHILD PROTECTIVE SERVICES

Class Code: 02599300
Pay Grade: 38A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, directing, coordinating and administering a twenty-four (24) hour statewide centralized intense program of early identification and systematic response to actual and potential situations of child abuse and/or neglect including institutional abuse and/or neglect; to be responsible for the operation of and administering of screening and assessment of children and families referred to the department; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of an Assistant Director with wide latitude for the exercise of initiative and independent judgement; work is review upon completion through conferences and management reports for conformance to federal and state laws and departmental policy and procedures.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the work of a subordinate technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, developing, directing, coordinating and administering a statewide centralized intense program of early identification and systematic response to actual and potential situations of child abuse and/or neglect.

To closely administer two highly specialized professional units in the identification and investigation of child abuse and/or neglect complaints.

To closely administer the screening and assessment functions of the division.

To ensure compliance and furtherance of the highest standards in the area of child protective services.

To directly participate in the planning, dissemination and implementation of appropriate state laws and departmental policy and procedures pertaining to child protective services and related children's services.

To be responsible for the efficient and effective coordination of the receipt of child abuse and/or neglect complaints and the investigation of said complaints.

To be responsible for the identification of trends in child abuse and/or neglect complaints and the resulting investigation.

To be responsible for identifying needs and solutions to problems in administering and intense child protective services program.

To be responsible for the development and maintenance of positive relationships with related community agencies.

To be responsible for assisting in the emergency removal and placement of abused and/or neglected children.

To provide technical assistance and supervision to appropriate staff on a twenty-four (24) hour basis.

To be responsible for the application of federal and state law and departmental policies and procedures in responding to child abuse and/or neglect and to provide such technical assistance to staff.

When requested, to participate in collective bargaining and contract negotiations leading to the adoption of contractual agreements as well as the enforcement of appropriate contractual provisions related to grievances, training, discipline, etc., in accordance with the Personnel Rules.

To train staff in the profession of child protective services.

To assist the Assistant Director in coordinating related services.

To participate in the preparation of the budget.
To prepare annual reports, special reports, and other reports as required.
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social caseworker principles, practices and techniques with a strong emphasis on protective services and the ability to apply such knowledge and skills planning, developing, directing, coordinating, and administering a statewide centralized intense program of early identification and systematic response to actual and potential cases of child abuse and neglect; a thorough knowledge of principles and practices in the administration of a statewide specialized child protective services program; a thorough knowledge federal and state laws and departmental policy and procedure related to child protective services; a thorough knowledge of community resource and the capability of effectively utilizing these resources for the protection of children and their families; the ability to assist in the planning development and implementation of policies and procedures pertaining to child protective services; the ability to formulate the basic conception constructs for legislature reform pertaining to child protective services; the ability to coordinate and activate community and departmental responses in the area of child protective services; the ability to establish and maintain an effective public relations and public information program the community; the ability to participate in collective bargaining – contract negotiations; the ability to plan, direct, coordinate, supervise and evaluate the work of a professional staff engaged in providing protective services to children and their families; the ability to write reports and oral presentations; the ability to establish and maintain effective working relationships with superiors and associates, community and public, other public and private agencies within the state; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession Bachelor's Degree in Social Work from an accredited institution of education; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and/or supervisory position in a private or public agency engaged in providing protective services for children and families.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 3, 1988

Editorial Review: 3/15/03