

**CLASS TITLE: ASSISTANT DIRECTOR-DIVISION OF CHILD
PROTECTIVE SERVICES**

**Class Code: 02599400
Pay Grade: 42A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administrative planning, direction and evaluation of the Child Protective Services Unit within the Department of Children, Youth and Families, which includes Emergency Services, Child Abuse and Neglect Tracking Services, Screening and Assessment Unit; and to do related work as required.

SUPERVISION RECEIVED: To be responsible directly to the Deputy Director, Department for Children and Their Families with wide latitude for the exercise of independent judgement and work is reviewed through conferences for compliance with policy provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, directs, and evaluates the delivery of service by the Child Protective Services Unit on a statewide basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct the reviewing and screening of all referrals on children and youth from public and private agencies, Family Court, individual clients, and any requests for services from public and private agencies outside of the state.

To be responsible for a highly sophisticated twenty-four hour child abuse and neglect tracking service.

To ensure that all reported cases of abuse and neglect are investigated within proper time frames.

To direct the diagnostic, evaluation, assessment and service planning that is necessary prior to determining whether the child should be placed in foster care, or specialized institutionalized settings, or in some situations where it is most beneficial to remain in his/her own home.

To direct the provision of intensive services to abused and neglected children and their families.

To work closely with the Rhode Island Family Court to provide services as requested to those children who come under the jurisdiction of the Family Court.

To assist the Director in the formulation of Department policy and procedures.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on this evaluation.

To coordinate program planning and development with other state agencies and with private organizations.

To make recommendations to the Director on program planning and implementation on budget requirements and on staffing needs.

To assist the Director in the negotiation of labor contracts with the several bargaining units.

To maintain an effective public relations program which will provide an understanding of the Department's policy and of the functions and objectives of the various programs.

To work with civic and community organizations providing social and rehabilitative services to the community.

To review existing laws, proposed legislation, rules and regulations and to make recommendations to the Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of administrative planning, direction and evaluation as they apply to the Child Abuse and Neglect Tracking Systems, Screening and Assessment Services for the Department of Children, Youth and Families; a thorough knowledge and understanding of the dynamics of human behavior and the ability to properly diagnose and assess abnormal situations and to provide appropriate planning, to be able to work effectively with community groups and organizations to ensure their knowledge concerning the various programs and services provided by the Department of Children, Youth and Families; the ability to evaluate the effectiveness of programs in attaining their objectives and to recommend changes to make them more effective; the ability to motivate the staff to cooperative attainment of Department goals; the ability to administer an effective public relations program; the ability to maintain effective working relationships with subordinates, associates and supervisors, and with other public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession Master's Degree in Social Work or Public Administration from a recognized institution of higher learning; and

Experience: Such as may have been gained through: employment in a administrative position in a public or private agency, preferably in child welfare.

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

Class Created: July 15, 1984

Editorial Review: 3/15/03