

CLASS TITLE: CHILD SUPPORT TECHNICIAN (DCYF)

Class Code: 02797400

Pay Grade: 22A

EO Code: E

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To provide support services to social service staff responsible for working with children and their families; to provide motor vehicle transportation for children and their families to medical/counseling/evaluation and other appointments, home visits, court appearances, etc.; to observe behavior of children and their families and to provide reports of such observations to assure the physical care, safety and well-being of children at all times while under their supervision; to assist in the development of appropriate parent/child interaction during the course of visitation; to assist in the completion of various forms and reports; and to do other related work which supports the efforts of social work staff as required.

SUPERVISION RECEIVED: Works under the general supervision of a professional superior to be designated by the "Regional Director" of the region in which he/she works (such supervision to be subject to change as dictated by the needs of the region).

SUPERVISION EXERCISED: Generally none. May at times supervise the work of clerical workers assigned to assist on assignments.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To transport children (via motor vehicle) to appointments, meetings, visits with parents and other relatives, and to provide supervision when necessary.

To transport biological parents, foster parents, and other caretakers to such locations and activities as might be required

To observe and report to social service staff the behavior of children and families during assigned visits.

To effectively manage the behavior of children/youth under their supervision so as to minimize trauma and acting-out.

To assist social service staff in the performance of tasks as assigned.

To gather information and assist in the completion of forms and reports.

To appear in family court or other court/administrative reviews as required.

To collect data and to complete statistical reports as needed.

To use personal computers to enter and extract data necessary to accomplish his/her work and to support social work staff.

To ensure the maintenance and safety of regionally assigned vehicles.

To do other related work which supports the efforts of social work staff as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of emotional, behavioral and environmental patterns effecting children and families; the capacity for understanding and dealing with the problems of abused/neglected/wayward/disobedient children and youth; the ability to operate a motor vehicle; general familiarity with the layout and major landmarks of all four regions; the ability to read and follow written and oral directions; a demonstrated ability to lift and carry children, their belongings and other equipment; the demonstrated mobility necessary to physically supervise active children; the ability to establish and maintain effective working relationships with co-workers, clients, private and public providers and the community; the ability to prepare clear, concise and timely reports, both verbally and in writing; the ability to make independent judgements about the safety of children under their care and supervision; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of two years of academic study from an accredited institution of higher learning with a concentration in Social Work, Psychology, Sociology, Education, Child Development, Special Education, or a closely related field; and

Experience: Such as may have been gained through: At least one year of employment working with children and families in a human service setting.

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

SPECIAL REQUIREMENTS: Must possess and maintain a valid Rhode Island driver's license as a condition of employment; at the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: June 30, 2002

Class Revised: October 31, 2004