

Shelby County Department of Job & Family Services

Position Description

TITLE: Social Services Worker 2, Child Protection Specialist

SUPERVISOR: Child Protective Services Supervisor

PCN: 6256

CLASSIFICATION/SERIES: 6000

DIVISION: Child and Adult Protective Services

PAY RANGE: G

EXEMPTION STATUS: Non-Exempt

WORKING HOURS: M-F 7:30 am – 4:00 pm, On Call

ESSENTIAL JOB DUTIES:

%	DESCRIPTION OF JOB DUTIES
75%	<ul style="list-style-type: none"> • Receives claims of abuse and neglect of children and/or older adults AND/OR maintains caseload of children/families who have previously been determined to require the protective assistance or the services of the agency (i.e., ongoing clients) as determined appropriate AND/OR manages caseload of foster care and/or adoption assessment and placements. • May assist with recruiting and licensing agency foster/adoptive homes for the agency. • Meets procedural deadlines. • Processes cases, changes, case notes, and other paperwork as required. • Prepares assigned cases for administrative or judicial procedures as required. • Utilizes computer programs for the tracking and maintenance of cases. • Attends home visits for all units as needed in order to assure that all face-to-face contacts are completed within mandated timeframes.
20%	<ul style="list-style-type: none"> • Testifies in court as required. • May serve as on-call social service worker if needed (e.g., on weekends, holidays, after business hours). • Serves on internal/external committees and attends various agency meetings. • Presents public education programs. • Attends related training, conferences and meetings as assigned. Stays current on program regulations, policies, and procedures.
5%	<ul style="list-style-type: none"> • All other duties as assigned.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in any field and have been employed for at least two years in a human services related occupation, or An associate's degree in human services related studies, or
- Been employed for at least five years in a human service-related occupation.
- For employment to continue, employees must obtain a job-related bachelor's degree no later than five years after employment with the Agency commences.
- Must have the ability to professionally deal with difficult clients in adverse situations.
- Must be detail oriented, have strong organizational skills and excellent typing and computer skills.
- Must have excellent verbal and written communication skills including telephone etiquette and interviewing techniques sufficient to obtain additional information from customers.
- Must be able to multi-task.
- Must work cooperatively with other staff and community service providers.
- Must be available for occasional overnight travel.
- Must be able to bend, stretch, reach, and occasionally lift up to 40 pounds.
- Must possess a valid driver's license AND be able to independently operate a motor vehicle.
- Must possess the ability to make home visits into homes that may contain unsanitary conditions, steps, hills, uneven walking paths, and/or pets.
- Must possess the ability to make home visits in adverse weather conditions.

ACKNOWLEDGEMENT: I acknowledge receiving a copy of this job description, that I meet all minimum qualifications, and that I can perform essential job duties with or without a reasonable accommodation.

Print name

Date

Signature

Date

Administrator/ Appointed Designee Signature

Date