

# Shelby County Department of Job & Family Services

## Position Description

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**TITLE:** Social Services Worker 2, Child Protective Services Specialist

**SUPERVISOR:** Child Protective Services Supervisor

**PCN:** 6254

**CLASSIFICATION/SERIES:** 6000

**DIVISION:** Child and Adult Protective Services

**PAY RANGE:** L

**EXEMPTION STATUS:** Non-exempt

**WORKING HOURS:** M-F 7:30 am - 4:00 pm, and on call hours

### ESSENTIAL DUTIES:

- Receives and investigates 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 of 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. Recruits and licenses 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.
- Testifies in court as required.
- Serves as on-call social service worker (e.g., on weekends, holidays, after business hours).
- Utilizes computer programs for the tracking and maintenance of cases.
- 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.
- All other duties as assigned.

### MINIMUM QUALIFICATIONS:

- A bachelor's degree in human services related studies, or  
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.
- 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.

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**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.

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Employee

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Date

\_\_\_\_\_

Administrator

\_\_\_\_\_

Date