

**CHILD WELFARE SPECIALIST**

**General Statement of Duties and Responsibilities**

This is a professional class of positions. Under varying degrees of supervision, with varying degrees of latitude for independent action, supervises children in direct foster care, congregate care or in adoptive homes, overseen by the Administration for Children's Services, in accordance with agency policies and procedures. All personnel perform related work.

**Assignment Level I**

Under close supervision, receives a course of training, and with limited latitude for the exercise of independent judgment and unreviewed action or decision, receives on-the-job training in, assists in and performs entry level work in the tasks described herein for Assignment Level II.

**Assignment Level II**

Under supervision with latitude for independent action, supervises children in direct foster care, congregate care or in adoptive homes.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

CHILD WELFARE SPECIALIST (continued)Assignment Level II (continued)Examples of Typical Tasks

Supervises assigned foster and adoptive homes by making regular visits; inspects the living conditions in these homes to ensure that they meet the minimum requirements set by law, regulation, and agency policy; confirms and documents that school-age children are registered and attending school; and confirms and documents that the children's medical and other needs are being met, e.g., immunization records are on file.

Completes the certification and/or approval of the foster home process, as set forth by state regulation and agency policy.

Visits and interviews the children to ensure that they are being properly cared for and to ascertain whether additional services are required.

Assists the children to adjust to the foster care situation by providing counseling and information.

Makes referrals to appropriate community resources as necessary, e.g., medical/psychiatric services, day care, etc. Follows up to see that all appointments are kept.

Interviews foster parents and other family members, in accordance with existing agency protocol, to assist them, and to ascertain whether the home continues to be suitable for the children.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

CHILD WELFARE SPECIALIST (continued)Assignment Level II (continued)Examples of Typical Tasks (continued)

Contacts the school and speaks with teachers and all pertinent parties to investigate and document the children's adjustment/progress in school. Visits the school if problems arise. Discusses problems with teachers, foster parents and children to resolve them.

Reports any signs of neglect and/or abuse to the unit supervisor and the State's Central Registry. In emergency situations, may remove children at serious risk from the home with the approval of the supervisor.

Investigates and documents any special needs the children may have, such as manipulatives or wheel chairs, etc. Recommends funding. Inspects the home to see that such appliances/aides are purchased by foster parent and used.

Conducts assessment interviews and home study investigations. Prepares reports to authorize/activate foster and adoptive homes.

Plans with birth parents for the return of the children to their homes; provides counseling and other services to this end; refers parents to other community resources, such as psychiatric/medical treatment, drug treatment programs, housing, employment, educational services, etc. May work with extended family members and friends to assist family. Concurrently prepares documents to free child for adoption.

Investigates the homes of alternate foster parents should a foster parent become incapacitated.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

CHILD WELFARE SPECIALIST (continued)Assignment Level II (continued)Examples of Typical Tasks (continued)

Reports regularly to the unit supervisor concerning each child/family on assigned caseload; makes recommendations to the supervisor concerning long term planning, i.e., whether the child should be returned to the biological parents, discharged to independent living, or freed for adoption.

As requested, justifies in writing, the rationale for actions taken or not taken and decisions made.

Reports to the Court, makes recommendations concerning long term plans. Provides necessary documents, records and witnesses to the court as required; follows-up on all court orders.

Completes the process of freeing children in foster care for adoption as directed by law, regulation and agency policy.

Performs in depth reviews of randomly selected contract agency cases, including on-site, in-person analyses of all actions taken on these cases, such as assessment, service provision, and outcomes, as well as participating in the federally mandated semi-annual service plan review.

Assesses and monitors the adoptive home to ensure the child's continued well being; provides counseling and other services deemed necessary to ensure a successful adoption including subsidies as needed; conducts the adoptive process to ensure that all actions required by law are taken in a timely fashion.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

CHILD WELFARE SPECIALIST (continued)Assignment Level II (continued)Examples of Typical Tasks (continued)

Monitors quality of service provision to children with permanency planning goal of adoption; expedites finalization; ensures that appropriate court documents are submitted in a timely manner; participates in case conferences to ensure that appropriate services are provided.

Reviews adoption subsidies to ensure compliance with applicable guidelines.

Supervises the care and sustenance of children; plans and carries out a constructive program within a residence on a continuing basis; trains children in socially desirable habits, advising them on personal matters and reporting evidences of maladjustment; guides children in developing useful and necessary skills, habits and behavior patterns.

Assists in the performance of in depth reviews of randomly selected contract agency cases.

Recruits foster parents; completes assessments of potential foster or adoptive parents by ensuring that all applicable regulations and guidelines are complied with in a timely manner.

Screens requests for preventive homemaking or housekeeping services to at risk families, assesses needs; recommends or arranges for services; makes field visits to assess the efficacy of service provision; prepares written reports of field visits and case histories.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

CHILD WELFARE SPECIALIST (continued)Assignment Level II (continued)Examples of Typical Tasks (continued)

Arranges placements for children with emergency or long-term needs by eliciting and evaluating referral information; makes placement suggestions using the geographic placement manual; contacts child care agencies for information on vacancies and admissions criteria.

Maintains case folders, administrative forms and controls in an accurate and timely fashion.

Enters and maintains computerized records of each visit, record review, collateral contacts, case action, and decision for each assigned case.

Qualification Requirements

A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in one or a combination of the following fields: social work, psychology, sociology, human services, criminal justice, education (including early childhood), nursing or cultural anthropology, at least 12 of which must have been in one of these disciplines. Candidates must pass a test to demonstrate English language proficiency.

CHILD WELFARE SPECIALIST (continued)

Notes:

Appointments to this class of positions are subject to a minimum probationary period of 18 months.

Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse or maltreatment report.

Requirements for Assignment Level II

- a. Upon satisfactory completion of six months of training and experience at Assignment Level I, an employee shall be assigned to Assignment Level II.
- b. Upon completion of one year of satisfactory experience at Assignment Level II of Child Welfare Specialist and satisfactory completion of the probationary period an employee shall receive no less than the minimum salary after 18 months in title.
- c. To be appointed directly to Assignment Level II, a candidate must have, in addition to meeting the minimum qualification requirements set forth above, one year of satisfactory child welfare casework experience.

Direct Lines of Promotion

From: None

To: Child Welfare Specialist  
Supervisor (52370)