

CHILD PROTECTIVE SERVICES WORKER TRAINEE**Nature of Work**

Under close supervision, performs in a training capacity for approximately one year learning the techniques of social casework in the area of Child Protective Services. Work is characterized by cases involving abuse/neglect/exploitation of children. The nature of the situations requires judgment to deal with problems that are potentially dangerous to the client and the worker. Work requires the use of personal automobile for extensive travel. May be subject to being on-call during non-business hours and must be available or be accessible by telephone. Requires extensive training to be fully accountable for a high volume of demanding and time-restricted cases. Performs related work as required.

Examples of Work

- Learns to work within a caseload that crosses program lines into adoption, foster care, legal guardianship, and others.
- Learns to conduct investigations concerning allegations of abuse by talking with and visually observing affected individual; talks with immediate family, relatives, neighbors, teachers, doctors, and relevant others and reviews any pertinent records.
- Learns to make initial assessment of validity of the allegation and the degree of danger that the child is in; learns to document the results of the investigation of the parent and/or caretaker.
- Learns to complete family assessment to determine dynamics and problems that may be precipitating an abusive situation.
- Learns to develop effective interventions to strengthen family that address safety, well being, and permanency of children.
- Learns to prepare safety, service, and/or treatment plans to remedy contributing problems and stop behavior patterns of abuse/neglect/exploitation and solicits family cooperation.
- Learns to engage family in counseling to solve problems, refers them to other available resources, and learns to monitor safety and risk of further abuse to prevent a reoccurrence of abuse.
- Learns to file petition with the court as needed to ensure safety of the child, testify before the court, and learns to make appropriate placement of child, including but not limited to staying with relatives, in foster homes, residential treatment facilities, or in an emergency shelter.
- Learns to evaluate the progress of the family or living environment towards meeting objectives of the safety/service/treatment plans, the need to modify the plans, and the eventual disposition of the case.
- Learns to maintain detailed case records and extensive documentation, prepare specialized reports, and composes correspondence.

CHILD PROTECTIVE SERVICES WORKER TRAINEE (CONT'D)

Examples of Work (cont'd)

Attends extensive, ongoing training to develop comprehensive knowledge of State and Federal social welfare laws, rules, regulations, and evolving protocols regarding child abuse and neglect.

Learns to conduct and facilitate Multi-Disciplinary Team Meetings.

Learns to conduct validating interview of sexual abuse investigations.

Knowledge, Skills, and Abilities

Knowledge of social work theory, casework methods, and community organization.

Knowledge of human behavior and the behavioral sciences, particularly concerning child development, family dynamics, and interpersonal relationships.

Ability to learn State and Federal social welfare laws, rules, and regulations, particularly those concerning child abuse and neglect policy (i. e. Gibson, ASO, ASFA, Title IV-E, Chapter 49, Chapter 9000).

Ability to learn to assess emotional states, behavioral indicators, family dynamics, and overt signs of abuse in order to evaluate safety and risk and determine whether an abusive situation exists.

Ability to develop client safety, service, and treatment plans.

Ability to learn to influence people to engage in problem-solving activities and to change attitudes and behavior.

Ability to learn to work effectively with judges, law enforcement officials, and other professionals.

Ability to communicate with individuals who have emotional or mental problems, substance abuse issues, and/or domestic violence situations.

Ability to communicate both orally and in writing.

Ability to learn to maintain detailed case records and extensive documentation, prepare specialized reports, and compose correspondence both in written and database format.

Ability to operate a computer.

Ability to pass competency testing.

Minimum Qualifications

Training: Bachelor's degree in Social Work from an accredited four-year college or university.

Substitution: Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an accredited four-year college or university may be substituted for the degree in Social Work.

OR

Current West Virginia Social Work License.

CHILD PROTECTIVE SERVICES WORKER TRAINEE (CONT'D)

Minimum Qualifications (cont'd)

Special Requirement: Eligible for Temporary Social Worker License **OR** Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

NOTE: Applicants may be appointed for a period not to exceed sixty (60) days from date of hire pending verification of licensure. Applicants must agree in writing to verify licensure within sixty days or be terminated. Employees working under this restriction shall not perform any social work duties until license is verified.

Promotion Only: In addition to the Special Requirement, four years of full time or equivalent part-time paid experience as a Social Service Worker, Social Services Supervisor, Family Support Specialist, or Family Support Supervisor.

Established: 03/17/05

Effective: 04/01/05