

Wake County, NC Classification: Human Services Child Protective Services Investigator/Assessor 8510

Classification Title: Human Services Child Protective Services Investigator/Assessor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides protective services to children who have been identified as abused, neglect and/or dependent. To provide resources to parents/caretakers that will assist them with providing a safe and nurturing environment for their children. Petition the court for custody and remove the child(ren) from the home when parents cannot provide a safe and nurturing environment because of poor parenting skills, substance abuse, mental health issues, domestic violence, etc.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10- 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	To conduct complete, efficient, and accurate interviews to determine if children are in immediate danger and if they are being abused, neglected, and/or dependent.
2	S	Information is gathered to support or discredit the allegation; conducted with all adults in the home, collateral contacts (relatives and friends), and professionals who have been involved with a family.
3	S	Meet with supervisor at least once a week (some more often depending on what's going on) to discuss cases.
4	S	Networking, establishing rapport with service providers that are beneficial to our clients, attend meeting within the community and hold family meeting in the community as needed
5	S	Maintain accurate documentation on each file that is assigned. Complete necessary other agency/employee related documentation

CLASSIFICATION REQUIREMENTS:

Classification Requirements	
Education	Master's degree in Social Work.
Experience	One year of experience in social work or counseling.
Equivalent Education & Experience Accepted?	Yes

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Classification Requirements	
Certification and Other Requirements	Completion of North Carolina Department of Health and Human Services Child Welfare Pre-Service Training. A valid driver's license and a "safe" driving record required
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

X - Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10- 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

PRIMARY WORK LOCATION	
X Office Environment	Shop
Recreation Centers/Neighborhood Centers	Warehouse
Clinic	Vehicle
Outdoors (see 1 below)	X Other (see 2 below)

- (1) N/A
 (2) Children's home, daycare and/or schools; Parent's places of work; and Court

PROTECTIVE EQUIPMENT REQUIRED:

None