

**SOCIAL SERVICE OCCUPATIONAL GROUP [249]****CHILD WELFARE SPECIALIST SUPERVISOR****General Statement of Duties and Responsibilities**

This is a supervisory class of positions involved in the supervision of children placed in foster care, congregate care or adoptive homes, overseen by the Administration for Children's Services, in accordance with policies and procedures. There are two Assignment Levels within this class of positions. All personnel perform related work.

**Assignment Level I**

Under general supervision, with latitude for independent action, serves as a senior member and assistant supervisor of a Child Welfare Unit; supervises children in direct foster care, congregate care or in adoptive homes.

**Examples of Typical Tasks**

Supervises children who require special skill and intensive treatment to be sustained in foster care, especially children who have been sexually abused, severely physically/psychologically abused, and/or whose biological parents are psychotic.

Provides intensive services to biological parents who require such a relationship to affect basic personality changes; e.g., mentally disturbed and/or substance abusers who need skilled counseling.

Provides expert guidance and information to Child Welfare Specialists as needed. May accompany these workers to the field to provide first hand expertise and training in case handling.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

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

At the Unit Supervisor's direction visits homes where high risk indicators are present, such as repeated incidents of a child running away and other imponderables not explained satisfactorily by the regularly assigned worker. Investigates situations where the Agency's Office of Confidential Investigations and the regularly assigned worker are in disagreement.

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 needs 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 they are being properly cared for and to ascertain whether additional services are required.

Assists the children to adjust to 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.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

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

Interviews foster parents and other family members to assist them and to ascertain whether the home continues to be suitable for the children.

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, wheel chairs, etc. Recommends funding. Inspects the home to see that such appliances/aids are purchased by foster parents and used.

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 home of alternate foster parents should a foster parent become incapacitated.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

CHILD WELFARE SPECIALIST SUPERVISOR (continued)Assignment Level I (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 analysis 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 SUPERVISOR (continued)Assignment Level I (continued)Examples of Typical Tasks (continued)

Studies and evaluates applications for international adoption, evaluates children referred for adoption, arranges for adoption through the Surrogate's Court, and supervises the adoptive home during the interval between when the child is freed for adoption and legal adoption. In interstate and intercounty adoptive situations, studies and evaluates referred applications of couples resident in New York City who wish to adopt children from beyond the state, supervises placement of children from out of the state up to the point of legal adoption by couples residing in New York City, and at the request of the Surrogate's Court, evaluates private interstate adoptions.

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.

Performs the duties and responsibilities described above for children and their families in the Agency's group/boarding homes. Provides expert guidance to Child Welfare Specialists. Intervenes in crisis situations to assist the field supervisor in resolving crises. Or, in a Diagnostic Center works directly with children and their families, to complete a social service assessment and evaluation to determine the most appropriate placement of children with serious behavioral/emotional problems.

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

Enters and maintains computerized records of case related information including each visit, record review, collateral contact, case action, and decision on each assigned case.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

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

In the absence of the regularly assigned Child Welfare Specialist may assume temporary responsibility for a case to take emergency action, to discharge federal/state mandates and/or appear in Court.

Performs the duties of the Unit Supervisor in his/her absence.

May supervise a unit comprised of a combination of Child Welfare Specialists and/or clerical/administrative support staff in the Division of Family Permanency.

Assignment Level II

Under general supervision, with latitude for independent action and decision serves as the supervisor of one or more Child Welfare units or reviews and monitors the work of child welfare staff. In addition, performs tasks such as the following:

Examples of Typical Tasks

Trains and directs one or more units of Child Welfare Specialists and Child Welfare Specialist Supervisors Assignment Level I. Assigns and schedules work to best utilize the abilities of individual subordinates. Distinguishes cases and situations requiring more expert handling and assigns them to Child Welfare Specialist Supervisors Assignment Level I.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

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

Confers regularly with each assigned staff member individually to discuss cases; holds spot conferences as needed; holds unit meetings for training purposes and to discuss new procedures, etc.

Reviews written service plans submitted by staff and evaluates the suitability and quality of the services rendered.

Monitors cases to gauge progress in meeting short term goals; evaluates staff recommendations to either free the individual child for adoption, independent living, or return to biological parents; determines the recommendation to be made to the Court.

Maintains and evaluates subordinates' performance through individual and group conferences; reviews written records; and maintains paperwork controls.

Enters and maintains computerized records.

Reviews special needs of foster/adoptive children as documented by the staff member; makes determination.

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

Supervises a number of Child Welfare Specialists and Child Welfare Specialist Supervisors Assignment Level I working with children as described above under AL I, in the Agency's group/boarder homes. In addition, visits the homes in emergency situations or to resolve crises or to investigate unusual circumstances/occurrences.

## SOCIAL SERVICE OCCUPATIONAL GROUP [249]

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

As a member of an independent review panel, reviews case records and other pertinent data, and may interview relevant individuals, to evaluate outcomes and ensure adherence to sound case management practices.

Facilitates 72 hour child safety conferences with all the pertinent parties to a case in which a child has been removed from a home, including parents, school personnel, clergy, police and relatives.

May supervise field work placement of graduate or undergraduate Social Work students.

May visit foster/adoptive homes, congregate facilities or other community resources, as needed.

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, and 30 semester credits toward a Masters of Social Work or a graduate degree in a related field, and at least eighteen months of child welfare casework experience.



C - XI

CODE NO. 52370

SOCIAL SERVICE OCCUPATIONAL GROUP [249]

**CHILD WELFARE SPECIALIST SUPERVISOR** (continued)

**Note:**

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 and maltreatment report.

**Direct Lines of Promotion**

**From:** Child Welfare Specialist  
(52369)

**To:** Administrative Director of  
Social Services (M 10056)