**Putnam County Department of Social Services has an opening for a CPS Worker (Spanish Speaking) to be housed at the CAC of Putnam County.**

Please click on link for more information:

[https://www.indeed.com/viewjob?jk=64bddfa72c535275&from=serp&from=mobRdr&prevUrl=https%3A%2F%2Fwww.indeed.com%2Fm%2Fjobs%3Fq%3Dchild%2520protective%2520service%26l%3DPutnam%2520County%252C%2520NY%26radius%3D25%26from%3DsearchOnSerp%26sameL%3D1&utm\_source=%2Fm%2F&utm\_medium=redir&utm\_campaign=dt.](https://www.indeed.com/viewjob?jk=64bddfa72c535275&from=serp&from=mobRdr&prevUrl=https%3A%2F%2Fwww.indeed.com%2Fm%2Fjobs%3Fq%3Dchild%2520protective%2520service%26l%3DPutnam%2520County%252C%2520NY%26radius%3D25%26from%3DsearchOnSerp%26sameL%3D1&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt)

**Full Job Description**

The Putnam County Department of Civil Service is seeking a qualified candidate to fill the position of CPS Caseworker (Spanish-Speaking).

**This is a Competitive position under New York State Civil Service Law. Per NYS Civil Service Law any appointment to this position will be made on a Provisional basis, pending the future administration of a Civil Service examination.**

**DESCRIPTION OF DUTIES:**The CPS Caseworker provides professional social services casework involving determinations in child protective investigations, recommendations concerning need for services and/or court involvement, and formulation of plans for individual cases, or as directed by the court. Functional duties are similar to those of Caseworker, however, CPS casework requires significantly more state-mandated training, and requires higher level skills involving formulation and operations of investigations, including court-ordered investigations (COIs).

**Additionally, this position requires fluency in speaking, writing and reading both Spanish and English.** The primary focus of the work is conducting independent investigations into situations of alleged child abuse and/or neglect. CPS Caseworkers must possess the expertise to handle complex problems and situations with far less direct supervision than is available to Caseworkers in other areas. Supervision of others is not a responsibility of this position. Performs related work as required.

**TYPICAL WORK ACTIVITIES:**

* Conducts independent investigations into Child Abuse and Neglect Reports as received from the New York Child Abuse Registry;
* Interviews sources, persons and perpetrators and makes decisions as to whether there is enough credible evidence to substantiate the allegations made in the reports;
* Determines a course of action as to the nature and seriousness of the allegations and whether (with consultation of the agency Attorney) court intervention is required;
* Files petitions in abuse and/or neglect cases;
* Recommends services, necessary safety interventions or remedial action in order to protect a child(ren);
* Makes field visits to both respondent, sources, persons named and collateral sources;
* Conducts Court Ordered Investigations (COIs) as directed by the Court;
* When removal of a child is indicated, coordinates placement of the child with the Case Supervisor of Family Services Unit;
* Makes and arranges for medical care both on ongoing cases and in the course of an investigation;
* Makes referrals to other agencies when indicated;
* Writes letters, reports and other documentation as required;
* Maintains a computerized case file as required by New York State;
* Conducts joint investigations with police as indicated;
* Conducts sexual abuse investigation as indicated;
* Provides a back up to the current twenty-four hour coverage to receive and act on reports of child abuse and/or neglect that are received on weekends and after normal work hours;
* Routinely works after hours outside of normal day in order to conduct investigations;
* Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title.*

**MINIMUM QUALIFICATIONS:**Either

a) Bachelor’s degree in social work, criminal justice or a related human services field; or

b) Bachelor’s degree and two (2) years full-time paid experience with a public or private agency adhering to acceptable standards in social work; or

c) An equivalent combination of education and experience as indicated in (a) and (b) above.

**PLEASE NOTE:**Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**SPECIAL REQUIREMENTS:**

1. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.

**2. Candidates must be fluent in speaking, reading, writing and translating Spanish.**

**PUTNAM COUNTY – AN EQUAL OPPORTUNITY EMPLOYER**

Job Type: Full-time

Pay: From $57,580.00 per year

Benefits:

* Dental insurance
* Flexible spending account
* Health insurance
* Paid time off
* Vision insurance

Schedule:

* Monday to Friday
* On call

Work Location: One location