

ARIZONA DEPARTMENT OF CHILD SAFETY
Department of Child Safety Specialist (DCSS)
Essential Job Functions and Employment Requirements

Instructions: Read this document carefully, and complete and sign the Applicant Affirmations section. Agreement to comply with all provisions is required for consideration of employment as a DCS Specialist. You will have an opportunity to ask questions about the job functions and employment requirements during the oral interview.

JOB FUNCTIONS

Case manager duties include, but are not limited to, the following functions:

1. Assessing child safety and risk
2. Conducting interviews/gathering information
3. Making in and out of home contacts with families and children
4. Attending Court and Foster Care Review Board hearings
5. Preparing case plans and conducting case plan staffing
6. Writing professional reports and documentation
7. Serving as a Community Liaison
8. Coordinating and monitoring services
9. Placing children, including transportation, carrying children and moving of possessions
10. Traveling throughout the respective County and to other areas, as assigned
11. Transporting oneself to and from various sites throughout the assigned area
12. Accessing various types of buildings/locations, including those without elevators, and rough terrain
13. Using a computer and the Department's Child Welfare Software Programs

TYPES OF CASE MANAGERS

INVESTIGATION	ONGOING
Investigation case managers investigate reports of child abuse and neglect.	On-going case managers provide continuing case management services to children and families. Children may be in their own homes or in out of home placements. Some On-going units carry specialized caseloads. Specialized units include, but are not limited to, Adoptions, Young Adult Program, Indian Child Welfare, In-Home Services and Child Help.

New employees may be placed in an Investigation, On-going or specialized On-going unit.

DCS SPECIALIST SALARY

JOB TITLE	PAY GRADE	SALARY
DCS Specialist Trainee (22 weeks including CORE Training)	16	\$34,978.11 / year \$16.81 / hour
DCS Specialist (Promotion after successful completion as a trainee)	18	\$38,665.12 / year \$18.58 / hour
DCS Specialist (Completion of 1 year and meeting expectations)	18	\$42,673.07 / year \$20.51 / hour
DCS Specialist (Completion of 3 years and meeting expectations)	18	\$46,940.16 / year \$22.56 / hour

There is no negotiation of salary for this classification. Please note, previous experience as a DCS Specialist with the Arizona Department of Child Safety may place you above entry level salary and will be determined by Human Resources, if applicable.

EMPLOYMENT REQUIREMENTS

In order to perform this job, you must be able to meet the following conditions:

TRANSPORTATION: You must possess a valid Arizona Driver license, current Arizona vehicle registration, proof of insurance, and have your own reliable transportation. You must have access to a vehicle to perform your duties by owning, renting, leasing, borrowing, etc. Proof of insurance and verification of registration requirements apply to all vehicles. Please note: Public transportation and state vehicles are not considered "your own reliable transportation."

This information must be provided to DCS **prior** to the date of employment. **Your start date will be delayed until it is provided.**

DCS Specialists often transport clients and children in their vehicles. If you are offered and accept a position, it is recommended that you consult with your insurance agent regarding the amount of coverage appropriate for these circumstances. The State reimburses employees for mileage for personal vehicle usage.

FINGERPRINTS: DCS Specialists are required to have a current Department of Public Safety Fingerprint Clearance Level 1 card and/or obtain one prior to employment. Omitting required criminal history information will be grounds for termination.

WORK HOURS:

1. DCS office hours are 8:00 a.m. to 5:00 p.m.; however, case managers will need to work overtime at times, which must be approved by the immediate supervisor.
2. Work hours can vary at times based on business needs, and you may be required to flex hours within a one-week period.
3. You may be required to work holidays.
4. You may be required to work an alternative work schedule of 11:00 am to 8:00 pm. This is considered 1st shift and therefore no shift differential in the hourly wage.

TRAINING: DCS Specialists must successfully complete all required training. This includes, but is not limited to, Learning and Development training, region-specific training, and obtaining CPR certification.

The first 22 weeks of employment will be considered full time training status, including a combination of on-the-job training and classroom training. Classroom training will be held in Phoenix or Tucson and may require overnight travel. Hotel accommodations are paid and staff will be reimbursed at the State rate for meals and mileage, if eligible. At the region's discretion, staff may be required to report to any office within the chosen region for field training. It is important to complete required training uninterrupted and as scheduled. You are expected to be present every day for the duration of the training. Additionally, you should not expect to be approved for leave immediately upon reporting to your assigned field unit.

PLACEMENT: Staff will be assigned to a Supervisor, during the initial nine to ten week training. When there are existing vacancies, placements for new hires will normally be identified by the end of the first week. DCS will attempt to match new hires to their preferred geographic location; however, **new employees may be assigned to any office based upon regional needs. Office location, unit assignment and job function may change, as assigned. New DCS Specialists agree to not request a lateral transfer to another position for a period of 18-months.** Unusual circumstances may be considered by the Program Manager. DCS has offices throughout Arizona's 15 counties.

Currently lateral transfers are extremely limited and require administrative approval. Regardless of placement location, employees may be required to travel outside their assigned field unit.

COMPUTER PROGRAMS: Employees are required to complete computer training and use the Department's required computer system/program as a primary job function. Employees must be able to develop competency in using the Department's computer system as a condition of employment.

APPLICANT AFFIRMATIONS:

Are you able to meet the requirements for your own reliable transportation, valid Arizona driver license, current Arizona registration, and proof of insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you agree to accept placement based upon Regional needs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
You acknowledge and agree you may be assigned to attend training in Phoenix or Tucson requiring overnight stay for up to 6 continuous weeks, excluding weekends.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any known circumstances that would prevent you from being present at training or on the job for the next to three months? If yes, please explain:	<input type="checkbox"/> YES <input type="checkbox"/> NO
You may be required to be on "standby" or call back on nights, weekends and/or holidays to ensure child safety, health and well-being. Can you comply?	<input type="checkbox"/> YES <input type="checkbox"/> NO
You may be required to work overtime to ensure child safety, health and well-being without notice. Can you comply?	<input type="checkbox"/> YES <input type="checkbox"/> NO

I have read and understand the job functions and employment requirements for the Department of Child Safety Specialists (DCSS) addressed in this document. I acknowledge and understand this is not an all-inclusive list of DCSS job functions and requirements. My signature indicates my agreement and ability to comply with the job functions, employment requirements and expectations specified in this document.

Name

Signature

Date