



ARIZONA DEPARTMENT OF CHILD SAFETY
CHILD SAFETY SPECIALIST (DCS SPECIALIST)
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

The job functions of a DCS Specialist include, but are not limited to, the following:

1. Assessing child safety and risk
2. Conducting interviews and gathering information
3. Making in-and-out of home contacts with families and children
4. Attending Court hearings
5. Preparing case plans and conducting case plan staffing
6. Authoring professional reports and filling-out documentation
7. Coordinating and monitoring services
8. Placing children, transporting children, and moving a child’s possessions when needed
9. Managing cases throughout the respective county and assigned area
10. Using a computer and the Department’s Child Welfare Software Programs

TYPES OF DCS SPECIALIST

Investigative Specialist	Ongoing Specialist
<ul style="list-style-type: none"> - Investigate claims of child abuse and neglect and document all information assessed - Interview and gather information in order to assess the family, in order to determine if abuse or neglect claim is substantiated - Respond to crisis situations and explore options of child removal if warranted - Explore placement options such as foster homes, kinship homes, or group homes when a child is removed 	<ul style="list-style-type: none"> - Assist families in achieving permanency through reunification, guardianship, adoption, or the Young Adult Program - Assesses and facilitates services to assist families in making changes to protect and ensure their children’s safety - Help families engage with community partners and contracted agencies to assist in achieving safety for their children - Organize Child and Family Team (CFT) meetings to ensure all participants are aligned on the goal of helping the children - Continuously document client activity to ensure accuracy and consistency

Please note, new employees may be placed in an Investigation or Ongoing unit at time of hire depending on region needs.

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

Applicants possessing previous experience as a DCS Specialist with the Arizona Department of Child Safety, may be placed a higher salary as determined by Human Resources.



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.”**
- **Vehicle 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 provider regarding the amount of coverage appropriate for these circumstances.
- The State will reimburse employees for personal vehicle mileage, when required.

ESSENTIAL FUNCTIONS: DCS Specialists are required to meet the following Physical Demands:

Physical Demand	Frequency
Hearing	Continuously (>66%)
Kneeling/Crouching/Bending	Occasionally (10-33%)
Lifting/Carrying: (50lbs.)	Frequently (34-66%)
Pushing/Pulling: (50lbs.)	Occasionally (10-33%)
Talking	Continuously (>66%)
Seeing	Continuously (>66%)
Walking/Running Short Distances: (100 Yards)	Frequently (34-66%)

FINGERPRINTS:

- DCS Specialists are required to have a current Department of Public Safety Level 1 Fingerprint Clearance Card and/or obtain one prior to employment.

WORK HOURS:

- DCS standard office hours are 8:00 a.m. to 5:00 p.m.; however as a DCS Specialist there will be occasions where you will need to work overtime. Any overtime hours worked, will need to have prior Supervisor approval.
- Work hours can vary at times based on business needs, and you may be required to flex hours within a one-week period.
- You may be required to work holidays.
- You may be required to work an alternative schedule of 11:00 am to 8:00 pm. This schedule is considered 1st shift and therefore not eligible for shift differential.

TRAINING:

- During the first 22 weeks of employment you will be classified as a DCS Specialist Trainee, and will be in training full time.
- Your training will be a mix of classroom and on-the-job training.
- Classroom training will take place at our Downtown Phoenix, Learning and Development facility.
- Hotel accommodations will be paid for, and staff will be reimbursed at the State rate for meals and mileage, if eligible.
- The on-the-job training will require you to report to a regional field office location.
- It is important that staff complete the required training uninterrupted and as scheduled to ensure successful completion of the Learning and Development training tracks, region-specific trainings, and acquisition of a CPR certification.

PLACEMENT:

- Staff will be assigned to a Supervisor during their initial training.
- DCS has office locations throughout Arizona, in all 15 counties.
- DCS will attempt to match new hires to their preferred geographic location; however, **new employees may be assigned to any office based upon regional need.**



- **Office location, unit assignment and job function can change, depending on agency need.**
- **New DCS Specialists are not eligible for a lateral transfer for a period of 18-months, but the Program Administrator may consider situations with special circumstances.**
- Regardless of placement location, employees may be required to travel outside their assigned geographic area.

COMPUTER PROGRAMS:

- Employees are required to complete computer based 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
Are you able to perform all of the essential functions of the position with or without a reasonable accommodation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you agree to accept placement based upon Regional need?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you agree to attend training at our Downtown Phoenix, Learning and Development facility Phoenix, which may require an overnight stay for up to 4 weeks, excluding weekends.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Being present without absence for the defined training period is essential to completing the required training. Are there any known circumstances that would prevent you from meeting this obligation? If yes, please explain: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
If working in a rural region, you may be required to be on "standby" or "call back" for nights, weekends and/or holidays to ensure a child’s safety, health, and well-being. Can you comply?	<input type="checkbox"/> YES <input type="checkbox"/> NO
You may be required to work overtime with little-to-no notice in order to ensure a child’s safety, health, and well-being. Can you comply?	<input type="checkbox"/> YES <input type="checkbox"/> NO

I have read and understand the Essential Job Functions and Employment Requirements for the Department of Child Safety Specialist (DCS Specialist) addressed in this document. I acknowledge and understand this is not an all-inclusive list of DCS Specialist job functions and requirements. My signature indicates my agreement and ability to comply with the job functions, employment requirements and expectations outlined in this document.

Name

Signature

Date