

## Job Opening Form



COMPANY NAME	Department of Child Safety		
ADDRESS	3003 N. Central Avenue	CITY	Phoenix
JOB TITLE	Full-Time Child Safety Specialist (10+ openings)		
SALARY	\$16.81-\$18.58		
OPENING DATE	02/18/2021	CLOSING DATE	06/30/2021
<b>JOB DESCRIPTION</b>			
<p>Currently there are two different types of DCS Specialist: Investigative Specialists and Ongoing Specialists. The job functions of a DCS Specialist include, but are not limited to, the following: • Assessing child safety and risk. • Conducting interviews and gathering information. • Making in-and-out of home contacts with families and children. • Attending Court hearings. • Preparing case plans and conducting case plan staffing. • Authoring professional reports and filling-out documentation. • Coordinating and monitoring services. • Placing children, transporting children, and moving a child's possessions when needed. • Managing cases throughout the respective county and assigned area. • Using a computer and the Department's Child Welfare Software Programs.</p> <p>IS THERE TRAINING AVAILABLE?</p> <p>Yes, 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.</p>			
<b>MINIMUM QUALIFICATIONS</b>			
<p>Applicants must have a Bachelor's or Master's Degree from an accredited college or university, OR have five (5) years of experience as a DCS Case Aide.: • Successfully pass a writing exam and an oral interview. • Successfully clear background and employment reference checks. • Obtain a Department of Public Safety Level 1 Fingerprint Clearance Card. • Have a valid Arizona driver license and clear a three (3) year Motor Vehicle report check.</p> <p>Additional Considerations:</p> <ul style="list-style-type: none"> <li>• In-state travel is required. Requires possession of and ability to retain a current, valid state-issued driver license appropriate to the assignment. Employees who drive on state business are subject to driver license record checks, required to maintain acceptable driving records and complete any required driver training (see Arizona Administrative Code R2-10-207.12).</li> <li>• Employees may be required to use their own transportation, as well as maintain valid motor vehicle insurance and current Arizona vehicle registration. Mileage will be reimbursed when this occurs.</li> </ul> <p>*As a condition of employment, employees will be required to obtain and maintain a CPR certification while employed as a DCS Specialist.</p>			
<b>HOW TO APPLY</b>			
WEBSITE	Please visit our website at <a href="https://dcs.az.gov/careers/search">https://dcs.az.gov/careers/search</a> for positions across the state of Arizona.		
PHONE	-		