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**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

- Job Title:** Multiple Positions
- Employer/Agency:** Texas Department of Family and Protective Services
- Job Description:**
- Child Protective Services Jobs:**
- CPS Investigator: Child Protective Services investigators receive and investigate reports of alleged child abuse and neglect. Basically, CPS investigators have the difficult tasks of figuring out what has happened and predicting what will happen. Reports of alleged child abuse and neglect are received and investigated by Child Protective Services 24 hours per day.
  - Special Investigator: A special investigator is an important part of a close knit unit of caseworkers and provides consultative work related to protecting children. This type of investigator consults with other CPS staff investigating cases that are of a high profile or high-risk nature. A special investigator has a very challenging job that can be stressful at times –but there are few occupations that offer more opportunities to learn new things about families, your community and yourself.
  - CPS Family Based Safety Services (FBSS) Caseworker: A CPS FBSS Caseworker is an important part of a close knit unit that performs advanced social work related to protecting children while maintaining the children within the family. An FBSS caseworker has a very challenging job that can be stressful at times -- but there are few occupations that offer more opportunities to learn new things about families, your community, and yourself.
  - Foster Adoptive Home Development (FAD) program: As a licensed child-placing agency, CPS has its own foster homes and has a foster/adoptive

home development (FAD) program. The program is responsible for recruiting, developing, verifying, monitoring, and supporting foster and adoptive homes that are licensed by DFPS. While the FAD programs between regions may differ slightly in how they actually do business, the overall purpose and tasks that need to be completed are the same.

- Conservatorship CPS Specialist or Supervisor: In cases of child abuse and neglect, the court appoints Child Protective Services to be something called a "conservator" of the child. In that role, CPS has legal responsibility for the child's welfare. A conservatorship worker is responsible for monitoring children's care while they are in CPS conservatorship. CPS Specialists handle child's substitute care, family's substitute care, and family's reunification stages. CPS Supervisor generally oversees a unit of 7 to 9 CPS Specialists and one or more support staff.
- Preparation for Adult Living (PAL) Staff member: A PAL Staff is a caseworker and coordinator of supportive services that help older youth in foster care prepare for their departure and transition from DFPS care and support.
- Human Services Technician for CPS: The Human Services Technician assists agency staff and supervisors in providing human services to CPS clients, as well as prepares and maintains statistical records, case controls systems, case records, and related files for their unit. This position offers a lot of variety. You will interact with various levels of agency staff and your support will be very important to families. It will also be key to the agency's success. No day will likely be the same! In many ways, your efforts will have a significant impact on children and families because of your interaction with them.

#### **Adult Protective Services Jobs:**

- APS Caseworker: An APS Caseworker performs advanced social work related to protecting the elderly and adults with disabilities who are unable to protect themselves. An APS caseworker has a very challenging job that can be stressful at times – but there are few occupations that offer more opportunities to learn new things about families, your community and yourself.

- APS MH & MR investigator: An APS MH & MR investigator conducts investigations of alleged abuse, neglect, or exploitation of persons served in State Hospitals, State Schools and Centers, Community Centers, and Home and Community-Based Service providers and their contractors. Investigations are completed in accordance with Department of Aging and Disability Services, Department of State Health Services, and Department of Family and Protective Services policy and procedure.

**Child Care Licensing Jobs:**

- Child Care Licensing Inspector: This position is the critical front-line to ensuring the safety and well-being of children in regulated child day-care facilities. These positions monitor child day-care facilities and homes by conducting inspections, providing technical assistance to child-care providers, conducting orientation meeting for licensing applicants, and working with the community to enhance the quality of child care.
- Child Care Investigator: This position conducts investigations of child day care facilities subject to regulation in accordance with the Human Resource Code, Texas Family Code, Minimum Standards, and agency policies and procedures to determine whether abuse/neglect and/or noncompliance has occurred
- Residential Child Care Licensing Inspector: This position is the critical front-line to ensuring the safety and well-being of children in regulated residential child care facilities and child-placing agencies. These positions monitor residential child care facilities, child-placing agencies and foster homes by conducting inspections, providing technical assistance to providers, and processing applications for licenses.
- Residential Child Care Licensing Investigator: This position is responsible for conducting child abuse/neglect investigations of children placed in 24-hour childcare facilities and child placing agencies licensed or certified by Residential Child Care Licensing. In addition, the Residential Child Care Licensing Investigator conducts investigations to determine the facility's compliance with related Minimum Standards.

**Protective Service Intake Specialist:**

An Intake Specialist is the first line of defense in alleviating the abuse/neglect and exploitation of vulnerable populations within the State of Texas. The Intake Specialist has the daunting task of experiencing human nature at its best and worst. The Intake Specialist must comfort those who are isolated and provide resources for those who are in need of services. The Intake Specialist is also expected to remain detached from emotionally draining and stressful situations without compromising the integrity of the services provided. The Protective Service Intake Specialists are centrally housed at a contact center, more commonly known as Statewide Intake (SWI). Information is received at SWI from the community, which consists of both professional and laypersons, from across the entire State of Texas! The Intake Specialist processes phone calls, as well as internet reports, faxes, and correspondences. The Intake Specialist is responsible for assessing all information using specific guidelines set forth by each DFPS program, to determine the appropriate allegation/priority and program of the information provided.

**Employer/Agency:** Texas Department of Family and Protective Services  
**Address:** P.O. Box 6629  
**City, State, Zip:** Round Rock, TX 78683

**Application Method:** To search and apply for DFPS jobs, go online to complete an application and profile  
(<https://rm.accessshr.hhsc.state.tx.us/ENG/careerportal/default.cfm?szUnique%20CareerPortalID=fbcf767e0-795a-412f-8897-431b08f314e8>)

To see all DFPS jobs available in each city:  
leave the key word blank  
leave the category as "all"  
select the city in which you are interested  
select the agency "Department of Family and Protective Services"  
leave the facility as "all"  
leave the salary as "all"  
click search

If you prefer, you can submit a State of Texas job

application by fax or mail.  
Fax your application to 1-866-245-3646  
-or-  
Mail your application to:  
accessHR  
P.O. Box 6629  
Round Rock, TX 78683  
Attention: Staffing and Recruitment

**Opening Date:** Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.***  
***Thank you***