



State of New Mexico  
Classification Description

**IN HOME SERVICES (IHS) PRACTITIONER**

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***General Summary***

In Home Services Practitioner develops and implements interventions with children and families receiving voluntary services to enhance families' capacity to provide for their children and enhance child well-being. IHS Practitioner works collaboratively with internal and external partners to ensure the provision of quality services so as to achieve the goals of safety and well-being for children and families served by the Children Youth and Families Department (CYFD). They make day-to-day decisions regarding families in crisis, identify services/resources needed to address risk and safety issues where children are at risk of placement in substitute care and are subject to treatment plans determined by CYFD workers.

**IHS Practitioner**

**Jobcode: SIHP23**

**Pay Band: SE**

**FLSA Status: Non-Exempt\***

***Distinguishing Characteristics***

This is the only level of CPS IHS Practitioner. They develop and implement interventions with children and families receiving voluntary services to reduce risk and promote the safety of children who have experienced or may be at risk of experiencing child maltreatment.

***Recommended Education and Experience for Full Performance***

Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology or Criminology from an accredited college/university is required for this position and four (4) years of any combination of experience including working with communities, working on health or social service-related matters, social work/case management experience, behavioral health and/or health care. Must possess a current license in New Mexico as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC, LMHC or LMFT or eligibility for such licensure in accordance with New Mexico requirements.

***Minimum Qualifications***

Master's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology or Criminology from an accredited college/university and licensure in New Mexico as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC, LMHC or LMFT OR eligibility for such licensure in accordance with New Mexico requirements OR Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Studies from an accredited college/university and three (3) years of any combination of experience including working with communities on health or social service related matters, social work/case management experience, behavioral health and/or health care.

***Essential Duties and Responsibilities\*\****

- Conduct assessments to identify safety issues and protective factors for children receiving in-home services.
- Develop, implement and monitor safety plans.
- Determine the amount of contact that the family requires to promote safety and effectively monitor the safety plan and provide contact at that level.
- Conduct safety assessments prior to case closure and address outstanding safety issues.
- Utilize the New Mexico Safety Assessment tool to guide, process and document the assessment and plan.
- Review SDM Risk and Family Needs and Strength instruments as part of process to identify family concerns.
- Work with family to identify additional needs, including but not limited to medical, educational, dental and mental health needs of children.
- Create a written case plan outlining the intervention and the desired results.
- Identify community resources that are available and adequate to meet the needs of the family.

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- Make referrals to community providers/resources as appropriate and provide follow-up to ensure family has the opportunity to connect with providers.
- Teach family members skills to enhance the family's capacity to care for their children.
- Work with community providers to assess family progress.
- Collaborate across service areas and with providers to ensure comprehensive services for families in need
- Document case plans (safety/assessment & treatment) and activities in FACTS.
- Secure releases so as to communicate with providers and other natural helpers involved with the family.
- Document the need for and the purpose of any emergency discretionary fund expenditures.
- Coordinate and/or participate in FDGM, TDM and/or multidisciplinary meetings with families to develop appropriate case plans.
- Partners with community providers and other Department services to assist families in enhancing their capacity to safely and appropriately care for their children.
- Participate in after hours on-call schedule.

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**Statutory Requirements:** Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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**Established:** 10/12/2001      **Revised:** 8/24/2018, Job & Pay code change, 12/2/2022, 08/10/2023

*\* Recommended FLSA status as of the established date of the classification. Per SPO Board rule 1.7.4.14, A. Agencies are responsible for the evaluation of each employee's position and duties in order to determine their overtime status as set forth under the Fair Labor Standards Act. As described FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

*\*\* Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\*\* Supervisor must supervise two (2) or more full-time positions.*