

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Child Welfare Casework Supervisor 1</i>		<b>DIVISION:</b> <b>Program Services</b>		<b>DEPARTMENT:</b> <i>Provider Services</i>	
<b>WORKING TITLE:</b> <i>Placement Referral Supervisor</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>704500 Social Program Administrator 2</i>		<b>JOB STATUS:</b> <i>Full-time</i>	
<b>CLASSIFICATION NO.:</b> <i>06016</i>		<b>PCN:</b> 704511 <b>PAY RANGE:</b> 24		<b>REVISION DATE:</b> <i>6/15</i>	
<b>EQUIPMENT USED:</b> <i>telephone calculator printer fax computer copying machine automobile</i>					
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Master's degree in social work or related area and 2 years child welfare/social work experience including relevant supervisory or administrative skills; or Bachelor's degree in social work or related area and 3 years post-degree child welfare/social work experience.</i>					
<b>PREFERRED:</b> <i>LISW; previous assistance with administrative assignments experience desirable; previous management/leadership experience desired; ability to clearly communicate verbally and in written form.</i>					
<b>PURPOSE:</b> <i>Employee provides leadership, planning and training and is responsible for day-to-day quality service delivery to children and their families who are served by the Agency through the Provider Services Placement unit. Employee must demonstrate cultural awareness sensitivity, strong leadership and competence throughout all aspects of job duties. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency &amp; Wellbeing for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>					
<b>JOB DUTIES:</b>					
75%	Employee oversees the Placement unit which includes but is not limited to: equitably assigning placement referrals to staff while ensuring a matching process to enhance child stability; interface with network foster care, shelter care facilities and residential providers to make the first placement the best placement; problem solves placement issues; establishes standards of work and ensures quality assurance of these standards. Assures efficient data entry into SACWIS on all the designated placement activity for the unit. Assists with Level of Care and FSS as needed				
10%	Employee meets regularly with all assigned direct reports reviewing and addressing issues related to: work responsibilities, productivity, work/case trends, opportunities for process and/or staff improvement, training, and disciplinary concerns. Employee maintains conference notes documenting these meetings and issues discussed; completes comprehensive employee evaluations. Plans routine unit meetings. In conjunction with the Provider Services management, employee interviews for staff vacancies. Employee handles employee grievances.				
10%	Employee is responsible for helping set the leadership tone for Provider Services and enhancing employee engagement & productivity. Provides coverage for Provider Services management, as needed. Coordinates within Provider Services and with other agency departments to problem solve concerns and opportunities for improvement in workflow, consistency of practice, communication and				

work alignment with CFSR, CPOE, COA standards as well as the agency Guiding Principles. Works collaboratively with PIE to ensure needed reports are created and maintained to oversee trends and meet agency goals. Leads/participates in various committees and projects as assigned. Serves as a liaison for various collaborations with external partners.

5%

Performs other related duties as assigned

**List no. of positions and Class Titles of positions supervised**

*7 Child Welfare Caseworkers*

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Signature of Agency Representative

\_\_\_\_\_  
Date