

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Administrator 1 –Intake</i>	DIVISION: <i>Intake</i>	DEPARTMENT: <i>Intake</i>
WORKING TITLE: <i>Social Program Administrator 1 – Floating Intake Administrator</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>704500 Social Program Administrator 2</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>69415</i>	PCN: 704400 PAY RANGE: 28	REVISION DATE: <i>9/19</i>
EQUIPMENT USED: <i>telephone calculator printer computer copying machine automobile</i>		
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate coursework in social or behavioral science plus 12mos. exp. in delivery of social services, plus 6 months supervisory experience; or completion of graduate coursework plus 6 mos. exp. in delivery of social services plus 6 mos. supervisory exp.; or equivalent.</i> PREFERRED: <i>Master’s degree in social work with several years of social services exp. Including several years of supervisory/administrative exp.; knowledge of child welfare systems management and program evaluation plus basic understanding of statistics; excellent written and verbal communication skills.</i>		
PURPOSE: <i>Employee provides leadership and manages the day-to-day operation of Placement Services both contracted and kinship under the leadership of the Associate Director of Placement. This position is designed to apprentice under the leadership of the Associate Director of Placement for succession planning. 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 help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency & Wellbeing for the families served by the agency. 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>		
JOB DUTIES: 30% 30% 30% 10%	JOB DUTIES: <i>Assists the Associate Director of Placement with the design, development and implementation of the Agency’s work related to contracted and emergency kinship placements. Assists in the supervision of kinship and placement teams. Lead cross training effort of staff in kinship, placement and screening teams related to placement. Develop broad understanding of all contracted placement providers and maintain professional relationships with contracted placement entities. Participate in Ongoing RFP processes related to contracted placement. Maintain statistics related to both paid and kinship placement patterns including disruptions. Ongoing Assessment and recommendation related to staffing patterns.</i> <i>Stay current in new legislative actions and rule related to child welfare placement and work in partnership with Provider Services and Contracts to assure needed resources are available related to child placement. Assist in writing policy and procedures related to child placement. Maintain Handbook policies related to placement.</i> <i>Floating administrative coverage of Placement, Screening and Intake Case Carrying roles.</i> <i>Other related duties as assigned</i>	

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Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so

List no. of positions and Class Titles of positions supervised

Signature of Agency Representative

Date