

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Child Welfare Casework Supervisor 2</i>		<b>DIVISION:</b> <i>Program &amp; Placement Services</i>	<b>DEPARTMENT:</b> <i>Intake &amp; Investigation</i>
<b>WORKING TITLE:</b> <i>Child Welfare Casework Supervisor 2 Floater</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>PCN 711116 Social Program Administrator 1</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> 06017		<b>PCN:</b> <a href="#">Click here to enter text.</a> <b>PAY RANGE:</b> 26	<b>REVISION DATE:</b> 1/19
<b>EQUIPMENT USED:</b> <i>telephone calculator printer computer copying machine automobile</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Master's degree in social work or related area and 3 years child welfare/social work experience, including relevant supervisory or administrative skills; or Bachelor's degree in social work or related area and 4 years post degree child welfare/social work exp.</i>			
<b>PREFERRED:</b> <i>LISW</i>			
<b>PURPOSE:</b> <i>Coordinates and supervises support staff and caseworkers at Intake, Assessment &amp; Investigation; provides clinical, administrative and supportive guidance and supervision to staff. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on safety, permanency, and well being 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>			
30%	<i>Clinical Supervision and Casework development: supervising staff including advising staff on policies and procedures for child welfare casework program, which includes: assessing safety and risk to children, assessing service needs, providing case direction, contacting community resources for the purpose of assessment and service provision. Works with staff to enhance their professional development, while providing concrete and candid feedback for the purpose of professional growth, instructs and trains staff.</i>		
30%	<i>Administrative Supervision and Administrative Duties: Reviews and approves screening decisions, assessments and other documentation; assigns, opens and closes cases , schedules deadlines and meetings for various casework responsibilities; evaluates referrals for service and processes; Routinely reviews and utilizes pertinent agency reports to ensure optimum service delivery and staff performance; Participates in interviews for hiring, completes employee evaluations and other personnel documents. Provides written and verbal direction to staff regarding performance expectations and plans.</i>		
10%	<i>Client and Casework Support: Performs crisis counseling; resolves complaints when necessary; provides direct and indirect services in absence of caseworker, including providing testimony at court as required.</i>		

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15% *Planning and Development: Assists and actively participates in management, planning and committee meetings; attends meetings, assists peers as needed; participates in agency planning; attends staff development; contributes to policy development, review and updates.*

10% *Unit Management: Conducts unit meetings, group supervision and group case consultation to build cohesive staff and enhance critical thinking; reviews instructional materials and shares information on new procedures and methods of treatment.*

5% *Performs other related duties as assigned.*

***\*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

4-8 CWCs

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Signature of Agency Representative

\_\_\_\_\_  
Date

