POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION:	**DIVISION:**	**DEPARTMENT:**
Social Program Coordinator	*P.I.E.*	*Performance Improvement – Performance Review*
WORKING TITLE:	**PCN & CLASSIFICATON OF SUPERVISOR:**	**JOB STATUS:**
Social Program Coordinator	*731100 - Social Program Administrator 1*	*Full-time*
CLASSIFICATION NO.:	**PCN:**	**REVISION DATE:**
69412	**PAY RANGE:** *23*	*7/12*

EQUIPMENT USED:

telephone calculator printer
computer copying machine automobile

MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:

Completion of undergraduate major program core requirements in social or behavioral science as required by university/college plus 18 mos. exp. in delivery of social/human services; or completion of graduate major program core requirements in social or behavioral science as required by university/ college plus 12 mos. exp. delivering social/human services and 1 course in accounting, finance or budgeting (or 1 mo. exp.); or equivalent.

PREFERRED:

Master's degree in social work or related field and some related work exp.; or Bachelor's degree and several years of related work exp. or an equivalent combination; knowledge of word processing and spreadsheet usage.

PURPOSE:

Employee in this administrative position serves as a Case Reviewer under the supervision of the Associate Director of Performance Improvement-Performance Reviews; facilitates case plan development meetings and case plan reviews with families, service teams, foster parents, counselors and other services providers; identifies the family strengths as well as areas for growth and to review progress made on the identified goals within the case plan; works with the service team to assure that all current service needs are being addressed appropriately; identifies when case plan amendments need to be completed by the service team; responsible for completing required review documentation in a timely manner and for tracking data related to family and collateral participation in the review process. 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.

	JOB DUTIES:
70%	*Coordinates, schedules and completes reviews including, but not limited to, initial Family Team meetings as well as quarterly Family Team meetings, traditional case semi-annual administrative reviews, deceased child reviews and peer reviews, team decision making meetings and permanency round tables, as assigned by the Associate Director of Performance Improvement; completes required review documentation in a timely manner, collecting and compiling data for reporting purposes; works with the service team to assure that all current service needs are being addressed appropriately; identifies when case plan amendments need to be completed by the service team and for tracking data related to family and collateral participation in the review process.*
15%	*Prepares for reviews by assuring that the case plan has been printed, letters of invitation have been sent to all parties, and that medical and educational updates have been completed prior to the review.*
10%	*Participates in regular unit meetings, agency-required and other relevant trainings, committees, regional meetings, and other position-specific meetings and workgroups.*

5%	*Performs other related duties as assigned.*

This position may require that the employee report to different work locations and hours determined by supervisor.

List no. of positions and Class Titles of positions supervised **N/A**	Signature of Agency Representative	Date