

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

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| JOB CLASSIFICATION: <i>Child Welfare Casework Supervisor 2</i> | | DIVISION: <i>Executive Division</i> | DEPARTMENT: <i>Provider Services</i> |
| WORKING TITLE: <i>Community Referrals & Coordination Supervisor</i> | | PCN & CLASSIFICATION OF SUPERVISOR: <i>704310 Social Program Administrator 2</i> | JOB STATUS: <i>Full-time</i> |
| CLASSIFICATION NO.: 06017 | | PCN: 704520 PAY RANGE: 26 | REVISION DATE: 6/2020 |
| EQUIPMENT USED: <i>telephone calculator printer fax computer copying machine automobile</i> | | | |
| MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <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 experience.</i> | | | |
| PREFERRED: <i>LISW; previous assistance with administrative assignments experience desirable; previous management/leadership experience desired; elementary understanding of statistics desirable; ability to clearly communicate verbally and in written form.</i> | | | |
| PURPOSE: <i>Employee provides leadership, planning and training and is responsible for day-to-day activities of unit to ensure appropriate identification and referral of services for families. Leads unit in: identifying service gaps and other referral procedural issues; completing service referrals; providing supports to service teams on case direction/service planning by way of consultations, various team meetings and other activities. 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 & 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> | | | |
| 60% | JOB DUTIES: <i>Employee supervises the Community Referrals & Coordination unit, including the Agency Centralized Referral process for traditional and non-traditional community-based services (contracted and non-contracted). Employee ensures there is smooth communication and coordination between community Providers and FCCS in the assessment and referral process. Coordinates with CALL, FCFC, Providers and other pertinent entities, as needed, to carry out duties of the Community Referrals & Coordination unit. Employee assigns and manages workload and oversees the matching process to ensure appropriate service linkage. Responsible for oversight and assures efficient and accurate data entry of case services. Responsible for data reporting of Centralized Referral & FSS service trends and tracking for statistical purposes. Employee manages the coordination of staff to support service teams with hands on assistance in planning for challenging youth. This support includes but is not limited to activities such as attending TDM's (CEFTM's), PRT's, care coordination meetings, and placement disruption/planning meetings and associated activities.</i> | | |

15% Employee meets regularly with all assigned direct reports reviewing and addressing issues related to: work responsibilities/expectations, 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. Maintains aggregate reporting of staff productivity and ensures equitable workload assignment. Plans routine unit meetings & develops unit procedures and goals. Determines time off and scheduling for unit so as to maintain smooth functioning of the unit. Plans routine unit meetings. In conjunction with the Provider Services Management, employee interviews for staff vacancies. Employee handles employee grievances.

20% Employee is responsible for helping set the leadership tone for Provider Services and enhancing employee engagement & productivity. Employee meets regularly with their supervisor and attends staff development. 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. 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

***Employee in this position may be required to work a flexible shift*

***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

1- Child Welfare Caseworkers
 4-Social Program Specialists

 Signature of Agency Representative

 Date