

POSITION DESCRIPTION  
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Investigator 4</i>		<b>DIVISION:</b> <i>Family Services Division</i>	<b>DEPARTMENT:</b> <i>Kinship</i>
<b>WORKING TITLE:</b> <i>Kinship Financial Support supervisor</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>716002 Social Program Administrator 3</i>	<b>JOB STATUS:</b> <i>Full-time 40 hours</i>
<b>CLASSIFICATION NO.:</b> <i>26214 C070</i>		<b>PCN:</b> <b>PAY RANGE:</b> 24	<b>REVISION DATE:</b> <i>11/19/22</i>
<b>EQUIPMENT USED:</b> <i>Telephone calculator printer fax machine computer copying machine automobile</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>1 course in criminal investigation or investigative methods, practices and procedures (or 3 months exp.); 1 course in rules of evidence (or 1 month exp.); 1 course in effective oral communication (or 1 month exp.); 1 course in technical writing (or 1 month exp.); 1 course in principles of interviewing (or 1 month exp.); 1 course in case preparation (or 1 month exp.); or equivalent plus 12 mos. Paid exp as lower level Investigator for employing agency; valid driver's license</i>			
<b>PREFERRED:</b> <i>Bachelor's degree or Associates degree with 2 years relevant work experience; training and experience in the use of financial spread-sheet software. one-year paid work experience in working with claims, payments, customer service, inventory, and auditing</i>			
<b>PURPOSE:</b> <i>Provides supervision to Secretary 1 in Kinship, and coordinates JFS benefits for kinship families with the KFS kinship worker at FCCS, as well as leads and conducts the following role: assist in the processing and obtainment of funding from local, state and federal revenue sources for kinship ; plans, develops and directs the work flow of the department in relation to kinship financial assistance, including boarding home payroll and KCP grant; conducts in-house investigations of complaints and problems regarding the kinship financial assistance program The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on maintains master log; checks case files for accuracy; acts as a liaison between investigators and SACWIS Financial Lead 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>			
70%	<b>JOB DUTIES:</b> <i>Directly supervise Secretary 1 and also conducts kinship financial programming and eligibility , review and processes kinship programming applications for Kin Boarding home payroll, KCP, coordination with JFS child only team member, Head start, Kinship transitional assistance and other agency funding as it pertains to kinship caregivers; assigns workload based on established departmental/agency policies and procedures regarding the administration of the Kinship financial support programs and linkages ; evaluates staff performance; attends unit meetings with permanency division managers, attends meetings with JFS counterparts for Kinship programming, interviews applicants and performs other personnel duties; attends staff development to remain current on agency policies and procedures. Maintains master log; checks case kinship financial files for accuracy; acts as a liaison between other agency departments on donated supports for kin ( i.e. grants, CAC, volunteer department, back to school Holiday wish, etc.)</i>		

Investigator 4 – Kinship Department  
 (Kinship Financial Support Supervisor)  
 PCN  
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- 20% *Responsible to uphold proper research methods in gathering, collating and classifying information regarding eligibility and reviews completed actions; effectively communicates to kinship staff and administration, including EXCO member assigned to division on changes in state/federal rules and regulations as it relates to kinship funding; answers questions pertaining to the kinship eligibility program; shares information on new policies and procedures as it relates to the eligibility program with community and agency staff ; including public speaking. Responsible for the orderly maintenance of the kinship inventory supply room, ensuring accurate records are kept and processed timely to the proper internal department. Delivery of financial supports and in-home consultation for financial assistance may be required based on client need.*
- 5% *Monitors work flow of the department (desk reviews, monthly stats report and reviewing and signing off on kinship financial cases and oversees program audit preparations);works cohesively with fiscal department and communication department on kin related issues; oversees SACWIS supervision duties , design and revised kinship financial applications and design of kinship programming for public use. Attend meetings; conferences and workshops on government policies and programs regarding funding of child welfare activities; performs other related duties and special assignments as required.*
- 5% *Other 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

Secretary 1

\_\_\_\_\_  
 Signature of Agency Representative

\_\_\_\_\_  
 Date