

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Child Welfare Casework Supervisor 2</i>		DIVISION: <i>Program Services</i>	DEPARTMENT: <i>Adoptions</i>
WORKING TITLE: <i>Child Welfare Casework Supervisor 2</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>Social Program Administrator 2</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: Child Welfare Casework Supervisor 2		PCNPAY RANGE: 26	REVISION DATE: 10/14
EQUIPMENT USED: <i>telephone calculator fax computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Master's degree in social work or related area and three years child welfare/social work experience, including relevant supervisory or administrative skills; or Bachelor's degree in social work or related area and four years post degree child welfare/social work experience.</i> PREFERRED: Prior adoption experience <i>Adoption Assessor Certification /LSW/LISW</i>			
PURPOSE: Employee promotes the mission of the agency by evaluating potential adoptive homes; prepares culturally diverse youth and families for adoption; facilitates the adoptive process; coordinates and supervises a unit of caseworkers; provides clinical and administrative guidance to staff in order to protect children; possesses knowledge and skill about diverse culture and models training and cultural sensitivity to all races of children and their ethnic needs; assist in recruitment activities. The employee is committed to practicing culturally 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 work of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principals by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships. 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.			
	JOB DUTIES:		
30%	Clinical Supervision/Planning and Caseworker Development: Supervises staff; including advising staff on policies and procedures for child welfare, permanency and adoption programming. This does include: assessing service needs, providing case direction, instructs and trains staff. Works with staff to enhance their professional development, while providing concrete and candid feedback. Actively participates in various family/professional meetings to optimize family outcomes. Participates in interviews for hiring staff.		
30%	Paperwork/Administrative duties: Reviews and approves staff tools, assessments and other documentation (quality control); assign and closes cases served by the unit in a timely manner ; schedules deadlines and meeting for various casework responsibilities including meeting CFSR goal achievement for permanency and adoption; evaluates referrals for service and processes; evaluates approval for home studies; evaluates services provided by other agencies. Routinely reviews and utilizes pertinent agency reports to ensure optimal service delivery and staff performance. Completes employee evaluations and other personnel documents, Provides verbal and written feedback to staff regarding performance expectations and plans; coordinates quality adoption procedures.		

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- 20% *Attends case reviews, evaluates needs of children in selection of an adoptive home, attends MEPA matching, and coordinates adoption/ICPC placement procedures. Participates in subsidy meetings with families. Provides crisis counseling, resolves complaints when necessary; provides direct and indirect services in the absence of the caseworker, including providing testimony at court; attends probate court hearings. Participate in community forums in relation to adoption and permanency planning; this may include public speaking and attendance at adoption fairs; may include out of state travel for monitoring and attendance at adoption hearings for youth legalizing via ICPC process.*
- 10% *Maintains stats that pertain to agency, JFS and other adoption programming. Coordinates with the emancipation department to ensure that all youth ages 16 and above have completed an independent living assessment, plan/ update and credit check. Ensure staff maintains their education requirement for Adoption Assessor Certification. Assist with gathering data for NYTD; Covers for other supervisors as needed in the department including ICPC, Emancipation and Subsidy units. Coordinate and assist permanency efforts with other Program, legal and agency staff*
- 5% *Unit management: Conducts unit meetings to build cohesive staff; reviews instructional materials and share information on new procedures and methods of treatment.*
- 5% *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised

5 - Child Welfare Caseworker 3

Signature of Agency Representative

Date