

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> Child Welfare Caseworker	<b>DIVISION:</b> Program Services	<b>DEPARTMENT:</b> Intake & Investigations- Placements
<b>WORKING TITLE:</b> 30 Day to Family Kinship Specialist	<b>PCN &amp; CLASSIFICATON OF SUPERVISOR:</b> <i>Child Welfare Casework Supervisor 2</i>	<b>JOB STATUS:</b> <i>Full-time; Flexible</i>
<b>CLASSIFICATION NO.:</b>	<b>PCN:</b> 704507 <b>PAY RANGE:</b>	<b>REVISION DATE:</b> 12/20
<b>EQUIPMENT USED:</b> <i>telephone calculator printer fax machine computer copying machine automobile</i>		
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> Bachelor's degree in social work or related area.		
<b>PREFERRED:</b> LISW or LSW; experience in clinical/behavioral health; excellent written and verbal communication; experience working with and facilitating interdisciplinary teams; proficiency in computer use necessary to navigate SACWIS and other applications frequently used by caseworkers.		
<b>PURPOSE:</b> <i>Employee performs specialized child welfare casework that includes locating kinship substitute care settings for youth in agency custody using 30 Days to Family Model. Employee assists agency achieve CFSR standard and ensure service delivery that focuses on Safety, Permanency, and Well-being for families receiving services by the agency. 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. 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>		
65%	Utilizes and adheres to 30 Days to Family Model structure to locate and secure kinship care placement for youth in agency custody. Responsibilities include: identify and document at least 80 family/kin for each child; facilitate communication with all involved team members and provide accurate documentation (i.e. activity logs, detailed genograms, family's identified support systems, etc.); conduct kinship home studies and enter into SACWIS.	
10%	Attends and participates in meetings to advocate for and discuss youth's placement with kinship caregiver (i.e. case conferences, interdisciplinary team meetings, court hearings, critical event family team meetings, etc.).	
10%	Attends trainings and meetings specific to 30 Days to Family to ensure compliance with model fidelity.	
10%	Attends and participates in regular supervisory conferences and team meetings to discuss individual performance and departmental opportunities for improvement. Attends and participates in staff development. Contributes to a positive work environment geared toward a positive attitude, teamwork, and productivity.	

5%	<p>Performs other related duties as assigned.</p> <p><b><i>*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.</i></b></p> <p><b>*This is a grant funded position for two years.</b></p>	
<p>List no. of positions and Class Titles of positions supervised</p>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>