

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Child Welfare Casework Supervisor 2</i>		<b>DIVISION:</b> <i>Family Services Division (Ongoing)</i>	<b>DEPARTMENT:</b> <i>Region</i>
<b>WORKING TITLE:</b> <i>Child Welfare Casework Supervisor 2</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Social Program Administrator</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> 06017		<b>PCN:</b> <i>Click here to enter text.</i> <b>PAY RANGE:</b> 26	<b>REVISION DATE:</b> 3/18
<b>EQUIPMENT USED:</b> <i>telephone calculator computer &amp; other related equipment photocopy machine camera automobile cell phone/pager</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <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 exp.</i>			
<b>PREFERRED:</b> <i>Commitment, passion, strong leadership, supervisory skills, and experience, as well as knowledge of child protection and rules are required. Must demonstrate culture awareness, sensitivity and a commitment to meeting organizational goals. LISW</i>			
<b>PURPOSE:</b> <i>Employee coordinates and supervises unit of social workers and support staff; provides clinical and administrative guidance to staff in order to protect children. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on 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>			
30%	<b>JOB DUTIES:</b> <i>Clinical Supervision/Planning &amp; Caseworker Development: Supervises staff, including advising staff on policies and procedures for child welfare casework practices, which includes: assessing service needs, providing case direction, instructs and trains staff. Works with staff to enhance their professional development, while providing concrete &amp; candid feedback. Actively participates in various family/professionals meetings to optimize family outcomes. Participates in interviews for hiring staff (when appropriate).</i>		
30%	<i>Paperwork/Administrative Duties: Reviews and approves staff tools, assessments and other documentation (quality control); assigns and closes cases served by the unit; schedules deadlines and meetings for various casework responsibilities; 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 optimum service delivery and staff performance. Completes employee evaluations and other personnel documents. Provides verbal &amp; written direction to staff regarding performance expectations and plans.</i>		

- 15% *Planning & Development: Assists and actively participates in management, planning and committee meetings; attends meetings with supervisor and other supervisors to discuss information and/or personal development; assists peers as needed; participates in agency planning; attends staff development to remain current in philosophy, policies and procedures of casework and management practice.*
- 10% *Client/Casework Support: Performs crisis intervention /counseling; resolves complaints when necessary; provides direct and indirect services in the absence of caseworker, including providing testimony at court, family home visits. Work alongside of families to move case towards permanency.*
- 10% *Unit Management: Conducts unit meetings to build cohesive staff; reviews instructional materials and shares information on new procedures and methods of treatment; present relevant topics that support the continuous development and education of staff's core knowledge while considering best practice in child welfare.*
- 5% *Performs other related 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.***

<b>List no. of positions and Class Titles of positions supervised</b>	<hr/> Signature of Agency Representative	<hr/> Date
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