

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Manager 1</i>		DIVISION: <i>Policy & Performance Improvement</i>	DEPARTMENT: <i>Performance Improvement-Peer Review</i>
WORKING TITLE: <i>Social Program Manager (SPM)-Peer Review</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>731100 Social Program Administrator 1</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>Click here to enter text.</i>		PCN: <i>Click here to enter text.</i> PAY RANGE: 27	REVISION DATE: <i>5/2019</i>
EQUIPMENT USED: <i>telephone calculator printer computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate coursework in social or behavioral science plus 12 mos. exp. in delivery of social services plus 6 mos. supervisory exp. or completion of graduate coursework in social or behavioral science plus 6 mos. exp. in delivery of social services plus 6 mos. supervisory exp. or equivalent.</i>			
PREFERRED: <i>Master's degree in social work with LISW or LSW; several yrs. of social services exp., including several yrs. of supervisory/ administrative exp.; knowledge of child welfare systems management and program evaluation plus basic understanding of statistics; excellent written and verbal communication skills.</i>			
PURPOSE: <i>Employee is under administrative supervision of Social Program Administrator 1; oversees the Peer Review process within the Performance Improvement Department; provides guidance, support, and leadership to the Peer Review process including Deceased Child Review and Ohio Accelerated Safety Assessment Protocol (Ohio ASAP); works collaboratively with other areas of the agency and with Community partners to monitor and improve provision of services and quality of outcomes for children and families; also provides leadership and manages the day-to-day operation of the Peer Review portion of the review and family team meeting process; all with the continual attention to timely and quality service treatment delivery to the children and their families who are 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 help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency 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>			
40%	JOB DUTIES: <i>Provides direction and oversight to the Peer Review program including Deceased Child Review; maintains the responsibility for the quality improvement, monitoring, and client/community satisfaction of the program; supervises staff, includes advising staff on policies and procedures and changes deemed necessary; monitors and evaluates program compliance with agency and ODJFS policies and procedures; documents work professionally; maintains regular contact with PID AD for Peer Review and Division Director; collaborates with all Program service areas as well as other support staff, including Evaluation, Information Technology, Professional Development, Data Management and Revenue Enhancement; meets regularly with staff and addresses service delivery issues, workload and disciplinary concerns as they may relate to assigned staff.</i> <i>Social Program Manager 1 PCN</i>		

- 25% *Provides direction and oversight to Ohio ASAP at FCCS including design, implementation, daily operations, monitoring outcomes and evaluating performance, supervises and manages staff for all aspects of Ohio ASAP including Program changes and improvements, documents work professionally; maintains regular contact with PID AD for Peer Review and Division Director; collaborates with all Program service areas as well as other support staff.*
- 20% *Conducts meetings to build cohesive staff; reviews instructional material and shares information on new policies/procedures; responsible for the instruction and training of new staff, evaluates staff performance and performs personnel duties of the department; chairs and participates in several policy and/or program related committees as requested.*
- 10% *Assists in the development of agency goals/strategies to improve agency compliance with requirements/standards; participate in agency initiatives to improve performance and meet outcome indicator goals; provides guidance, support and leadership to other PID initiatives as needed. (e.g. TDMs, PRTs, etc.)*
- 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.***

List no. of positions and Class Titles of positions supervised

2 - Social Program Developer

Signature of Agency Representative

Date