

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Social Program Administrator 1

Working Title: Placement Service Coordinator Administrator

Division/Department: Intake Placements

Supervisor: Social Program Administrator 2-704400

Job Status : Full-Time, 40 Hours

FLSA Status : Exempt

PCN : 704401

Pay Range: 28

Probationary Period: 1 yr.

Classification #: 69415/ C110

Revision Date : 9/2022

OBJECTIVE/PURPOSE

Employee collaborative coordinates FCCS service teams/departments and multiple community partners to ensure youth in placement, youth needing placement, and/or youth returning home from congregate care setting have services needed to maintain them in their current environment or step down to a lesser restrictive setting. 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 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.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

20% Supervises Referral Supervisor whose team is responsible for locating paid placement settings for youth in agency custody. Also, advises staff on policies and procedures related to placements and screening and assessment investigations, provide case direction, performs floating administrator duties across Screening and Intake case carrying teams. Provides coverage in absence of Placement administrator and Placement Supervisors.

20% Supervises staff who complete Level of Care (LOC) assessment activities, which include: equitable assignment of LOC Assessments; review completed assessments; allocate applicable level of care; process approvals/denials with provider networks. Advises LOC caseworkers on policies and procedures and ensures compliance with agency and ODJFS requirements.

30% Collaborates with assigned service teams, other agency staff, and multiple community partners on placement plans for challenging to place youth. As necessary, coordinates the development of alternative care settings and/or ensures linkage with services needed to maintain them in placement setting, to include medical, educational, mental health, behavioral health, psychiatric, social, and developmental services, etc. Participate in CEFTMs for youth at risk of congregate care placement. Facilitate Plan of Care Meetings for youth expected to remain at FCCS for an extended timeframe.

10% Participates in Permanency Care Coordination Meetings and/or collaborates with assigned service teams and multiple community partners to ensure youth stepping down from congregate care settings or moving into congregate care settings are linked with recommended service provisions needed to maintain them in lesser restrictive environment and promote placement stability.

10% Collaborates with FDBDD and other community/placement providers to coordinate the search and transition of youth moving into MSY/Kimberly Woods or other alternative living settings.

5% Employee meets regularly with their supervisor to discuss performance. Attends staff development. Completes related administrative tasks. Employee contributes to a positive work environment geared towards a positive attitude, teamwork and productivity.

5% Performs other related duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

***Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

This position is delegated to cover in absence of placement administrator and provides floating Intake administrative coverage

SUPERVISORY RESPONSIBILITIES

1 CWCS2

2 CWC3-LOC

QUALIFICATIONS

Minimum Qualifications

Completion of undergraduate coursework in social or behavioral science plus 12mos. exp. in delivery of social services, plus 6 months supervisory experience; or completion of graduate coursework plus 6 mos. exp. in delivery of social services plus 6 mos. supervisory exp.; or equivalent.

Preferred Qualifications

Master’s degree in Social Work with several years of social services experience, including several years of supervisory/administrative experience; knowledge of child welfare systems management and program evaluation; experience in multi-system collaboration; excellent written and verbal communication skills.

Certification or Licensure: A valid Ohio Driver’s License and automobile insurance that is in compliance with Franklin County Children Services policy is required for travel. Travel can occasional include out of state travel which may require airline travel.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

Work Environment: Typical office environment

Signature of Agency Representative:

Charles Spinning
Executive Director

Date