

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Child Welfare Casework Supervisor 2 (Floater)</i>		<b>DIVISION:</b> <i>Family Services</i>	<b>DEPARTMENT:</b> <i>Region</i>
<b>WORKING TITLE:</b> <i>Child Welfare Casework Supervisor 2 (Floater)</i>		<b>PCN &amp; CLASSIFICATON OF SUPERVISOR:</b> <i>Social Program Administrator 3</i>	<b>JOB STATUS:</b> <i>Full-time (Flexible), may involve evenings occasionally</i>
<b>CLASSIFICATION NO.:</b> <i>06016</i>	<b>PCN:</b> <b>PAY RANGE:</b> 26	<b>REVISION DATE:</b> <i>3/18</i>	
<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> 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 4years post degree child welfare/social work exp.			
<b>PREFERRED:</b> <i>LSW preferred Employee needs to be proficient in computer use in order to navigate SACWIS and other applications frequently used; able to type 30 WPM.</i>			
<b>PURPOSE:</b> <i>Employee is under the supervision of Regional Director; Provides cover supervision for Child Welfare Casework Supervisor vacancies, vacations, leaves of absences, training contingent staff, on boarding both contingent and over hire staff and monitoring contingent and over hire work products in the Regions. Will assume casework duties along with coaching, mentoring and shadowing with child welfare caseworkers as needed. Employee 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>			
<b>JOB DUTIES:</b>  <i>65%</i>	<i>Provide cover supervision for Regional Child Welfare Casework Supervisor vacancies, vacations, leaves of absences, high volume, etc.; manage and supervise units as described below; coverage job assignments to be received and approved by Region administration; communicate with supervisors about their staff's performance in their absence. Handles contingent staff assignments, training and providing performance feedback to the transferring unit supervisor regarding the over hire employee when assigned to a permanent unit.</i>		

*Child Welfare Casework Supervisor 2 (Floater)*

PCN

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- *Clinical Supervision/Planning & Caseworker Development: Supervises staff, including advising staff on policies and procedures for child welfare casework program, which includes: assessing service needs, providing case direction, instructs and trains staff. Works with staff to enhance their professional development, while providing concrete & candid feedback. Actively participates in various family/professionals meetings to optimize family outcomes. Accompany caseworkers in the field. Work alongside the professional development department to streamline and support the staff assigned to the over hire pool.*
- *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; assigns contingent request, trains/provides guidance to over hire pool and evaluates services provided by other agencies. Routinely reviews and utilizes pertinent agency reports to ensure optimum service delivery and staff performance. Provides verbal & written direction to staff regarding performance expectations and plans. Completes personnel documents as required and provides feedback to supervisors, as needed, for staff evaluations.*
- *Client/Casework Support: Performs crisis counseling; resolves complaints when necessary; provides direct and indirect services in the absence of caseworker, including providing testimony at court;*
- *Unit Management: Conducts unit meetings to build cohesive staff; reviews instructional materials and shares information on new procedures and methods of treatment*
- *Provide weekly conferences with case work staff and documentation of conferences in SACWIS.*

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. Provides coaching & mentoring to casework staff as identified by Region Administration.*

15%

*Supervise and coordinate activities for Child Welfare Casework floaters. May assume casework duties when necessary. Completes employee evaluations and other personnel documents for floater caseworkers.*

5%

*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) Regional Child Welfare Caseworker – Floater  
Contingent and over hire pool as needed – this can vary but not exceed 8 workers.

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date