

NPOSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> SPA 1		<b>DIVISION:</b> Family Services Division	<b>DEPARTMENT:</b> Visitation
<b>WORKING TITLE:</b> Visitation Program Administrator		<b>PCN &amp; CLASSIFICATON OF SUPERVISOR:</b> 716002 Social Program Administrator 3	<b>JOB STATUS:</b> Full-time
<b>CLASSIFICATION NO.:</b> 69415		<b>PCN:</b> <i>Click here to enter text.</i> <b>PAY RANGE:</b> 28	<b>REVISION DATE:</b> 01/10/2020
<b>EQUIPMENT USED:</b> telephone calculator printer computer copying machine automobile			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Completion of undergraduate coursework in social or behavioral science plus 12 mos. exp. in delivery of social services, plus 6 months supervisory experience; or completion of graduate coursework plus 6 months experience in delivery of social services plus 6 months supervisory experience; or equivalent.</i>			
<b>PREFERRED:</b> <i>Master's degree in social work or related field; extensive years of related experience, including several years supervisory/administrative experience.</i>			
<b>PURPOSE:</b> <i>The SPA 1 – Social Program Administrator is a high-level administrative position. Employee provides leadership and training and is responsible for day-to-day quality service delivery to children and their families who are served by the Agency through the Region. Employee must demonstrate cultural awareness, sensitivity and competence throughout all aspects of job duties. 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. 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.</i>			
65%	<b>JOB DUTIES:</b> <i>Supervises and trains family support supervisors and other visitation staff assigned to visitation department with a focus on strength-based practices to assure consistency of high standards of professional services to children and their families through parent/child visitation practices. Provides: support services to East and West Region case-carrying units and Adoptions; collaboration between all Family Services Division community support workers; and administrative support between intake, regional and Adoption department teams. Employee meets regularly with all assigned supervisors reviewing Agency case specific data to assure needs of children and families are being met. Employee maintains conference notes documenting these meetings and issues discussed. Employee addresses service delivery issues, workload and disciplinary concerns as they may relate to their assigned staff. Employee guides and oversees disciplinary actions within the department. Employee assures that supervisors are meeting regularly with their staff to provide training, development and supervision. Employee is responsible to ensure that staff coverage for visitation is established, maintained and organized in a manner that is viable for Family Services staff needs. This may include working a flexible schedule to meet the needs of the department. On occasion the SPA 1 may need to be responsible to</i>		

Visitation Program Administrator – Family Services Division

Page 2

cover and or perform a work function of their department (SSA, CSW) *that spans the time frame of an evening, overnight or weekend shift as needed. This employee manages cash equivalences, store room, and all supply orders in the department in collaboration with the assigned SPA 3. This role also helps set the leadership tone for the department in coordination with the assigned social program administrator.*

25%

*Employee meets with assigned social program administrator on a regular basis and disseminates necessary information about new programs, needs of department, IT issues. Develops and compiles monthly stat information in relation to visitation programming. Responsible for updates for department policies or other agency documents related to visitation and/or new expectations for the visitation teams. In conjunction with the SPA3 assigned, employee interviews for staff vacancies. Employee handles client and employee grievances.*

5%

*Employee meets regularly with other Family Services Division administrators to ensure consistency and standardization of services, case record documentation and expectations to better facilitate cross-regional service delivery. In addition, Employee will strive to collaborate support services throughout Family Services Division to efficiently utilize current support services and provide needed assistance to case-carrying units and service delivery. Employee leads/participates in additional committee/work groups as assigned.*

5%

*Other duties as assigned*

List no. of positions and Class Titles of positions supervised

- 1) Family Service Supervisor 1
- 2) Child Welfare Casework Supervisor

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

\_\_\_\_\_  
Date