

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Social Program Administrator 2</i>		<b>DIVISION:</b> <i>Intake &amp; Investigation</i>	<b>DEPARTMENT:</b> <i>Program Services</i>
<b>WORKING TITLE:</b> <i>Social Program Administrator 2</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>711000 Social Program Administrator 4</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b>		<b>PCN:</b> <b>PAY RANGE:</b> 30	<b>REVISION DATE:</b> <i>8/18</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator printer fax machine computer copying machine automobile</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Completion of undergraduate coursework in social or behavioral science plus 18 mos. exp. in delivery of social services plus 6 mos. supervisory exp. or completion of graduate coursework in social or behavioral science plus 12 mos. exp. in delivery of social services plus 6 mos. supervisory exp.; or equivalent.</i>			
<b>PREFERRED:</b> <i>Master's degree in social work or related field; several years related exp., including supervisory/ administrative experience.</i>			
<b>PURPOSE:</b> <i>The Associate Director of Intake &amp; Investigation is a high level administrative position. Employee is responsible for leadership and in assisting the Director in the day-to-day, 24-hour operation of the department, and continual attention to timely and quality service delivery to the children and their families who are served by the Agency through the Intake &amp; Investigation operation. 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>			
	<b>JOB DUTIES:</b>		
40%	<i>Supervises child welfare casework supervisors as assigned in the department that will be focused on a positive teaching process to assure consistency of high standards of professional Intake services to children and their families; assists Director in making certain the department is adequately staffed with supervisors/administrators on all shifts throughout the year.</i>		
20%	<i>Meets with other Associates and/or Regional Directors to ensure consistency in services, documentation and expectation and to better facilitate client service delivery throughout the county; works with other Associate Directors, Regional Directors and appropriate administrative staff to ensure that all mandates, requirements and individual responsibilities of staff are being met; oversees Agency safety program for the department.</i>		
15%	<i>Meets with Director on a regular basis and disseminates necessary information about new programs, program changes or new expectations; serves as a conduit for quality two-way communications between management staff, line workers, etc. concerning program contact recommendations for change, etc.</i>		

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*PCN*

10%

*Assists Director in developing, managing and monitoring budgeting for I&I operation; manages the development and implementation of Affirmative Action and racial awareness plans for the department; assists Director in area of quality assurance by serving on committees, panels, etc. with other Agency administrative/managerial staff to assure quality of services within the Intake & Investigation Department.*

10%

*Develops, with input from supervisors and direct service staff, internal procedures that allow staff to easily handle related requirements of Intake service responsibility and internal procedures for better servicing.*

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**

*6 Child Welfare Caseworker Supervisor 2*

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Signature of Agency Representative

\_\_\_\_\_  
Date