

**Franklin County Children Services  
POSITION DESCRIPTION**

<b>Classification Title:</b>	Social Program Coordinator
<b>Working Title:</b>	Social Program Coordinator
<b>Division/Department:</b>	Policy and Performance Support
<b>Job Status :</b>	Full-Time, 40 Hours
<b>FLSA Status :</b>	Exempt
<b>PCN :</b>	731018 & 731019
<b>Pay Range:</b>	23
<b>Probationary Period:</b>	180 days
<b>Classification #:</b>	C115
<b>Revision Date :</b>	June, 2022

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**OBJECTIVE/PURPOSE**

Employee is under the supervision of the Associate Director of Performance Support- Peer Review and Managed Care; plans and implements programs and improvements to monitor and assure Managed Care compliance with child welfare standards, OAC and ORC rules, CFSR and CPOE indicators; monitors and evaluates services to families/children and their participation in the process; facilitates case reviews including, but not limited to: Critical Event Family Team Meeting (CEFTM) meetings, permanency staffing, Deceased Child Reviews; provides technical assistance and guidance to Managed Care service delivery staff. 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 focus on building relationships with MCE Staff by being physically present as appropriate at MCE locations, attend MCE meetings as requested, and utilizing phone calls and emails to communicate. 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**

50% Coordinates, schedules and completes the following Managed Care case reviews to determine compliance with standards, policies, procedures, protocols, rules and laws: case closing review, open case investigation review, permanency staffings, case plan amendment review, CFSR and CPOE review and other reviews as necessary; monitors and evaluates services; completes required review documentation; maintains data necessary to monitor, assess and evaluate client and staff compliance with service and program service delivery; reports out data as necessary; provides technical assistance to the service delivery team regarding outcome indicators and identified problematic issues; responsible for completing required review documentation in a timely manner; assists service team in identifying reasonable efforts determination in court; explores the least restrictive and best placement for the child; encourages the use of natural supports in the community, while collaboratively identifying the family strengths as well as areas for growth and to review progress made on the identified goals within the case plan; develops reports and uses reports/data to make recommendations for improvements.

30% Coordinates, schedules, reviews and prepares internal agency cases for CEFTM meetings, permanency roundtables and deceased child reviews; completes required documentation and reports; collects and compiles data for reporting purposes.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

15% Participates in the design and implementation of special projects as assigned, including but not limited to surveys related to service delivery, and monitoring of service delivery efforts; assists in the development of quality assurance related documents to be used in the monitoring, assessment and evaluation of service delivery and quality of service.

5% Performs other related duties as assigned.

**Performs other related duties as assigned, which may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

## **SUPERVISORY RESPONSIBILITIES**

**None**

## **QUALIFICATIONS**

### **Minimum Qualifications**

Completion of undergraduate major program core requirements in social or behavioral science as required by university/college plus 18 mos. exp. in delivery of social/human services; or completion of graduate major program core requirements in social or behavioral science as required by

university/college plus 12 mos. exp. delivering social/human services and 1 course in accounting, finance or budgeting (or 1 mo. exp.); or equivalent.

**Preferred Qualifications**

Master’s degree in social work with LISW and 2 yrs. social work exp.; or Bachelor’s degree with LISW and 2 yrs. social work exp. including child welfare casework, working knowledge of SACWIS and CAPMIS assessment tools, creation of case plan documents and evaluation of service delivery efforts via the case review process; completion of child welfare CORE training required and previous assistance with administrative assignments desirable; awareness of state and federal statutes and rules governing delivery of child welfare social services required; knowledge of Statewide Automated Child Welfare Information System (SACWIS) desirable; elementary understanding of statistics desirable; ability to clearly communicate verbally and in written form.

**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:**

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**Charles Spinning**  
**Executive Director**

**Date**