

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Administrator 2</i>		DIVISION: <i>Family Services</i>	DEPARTMENT: <i>Region</i>
WORKING TITLE: <i>Social Program Administrator 2</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>715000 Social Program Administrator 3</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>69416</i>		PCN: <i>715001</i> PAY RANGE: <i>30</i>	REVISION DATE: <i>11/17</i>
EQUIPMENT USED: <i>telephone calculator printer computer & equipment copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <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. (BA+ 18 mos. + 6 mos. supervisory exp. or MA+ 1 yr. + 6 mos. supervisory exp)</i> PREFERRED: <i>Master's degree in social work or related field; extensive years of related experience, including several years supervisory/administrative experience.</i>			
PURPOSE: <i>The Regional Associate Director 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 & 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>			
JOB DUTIES:			
<i>65%</i>	<i>Supervises and trains child welfare casework supervisors and other staff as assigned in the region with a focus on strength based practices to assure consistency of high standards of professional services to children and their families. 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 region. Employee assures that supervisors are meeting regularly with their staff to provide training, development and supervision. Responsible for helping set the leadership tone for the Region and enhancing employee engagement.</i>		
<i>5%</i>	<i>Employee completes miscellaneous administrative duties such as Regional case assignment and monitoring unit region performance via various reports.</i>		

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(Associate Director - Region)
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5% *Employee meets with the Region director on a regular basis, and disseminates necessary information about new programs, program changes or new expectations.*

15% *Employee meets regularly with other Family Services /Intake associates and Family Services Directors to ensure consistency and standardization of services, case record documentation and expectations to better facilitate cross-regional service delivery. They will also work with other associate directors to assure that all mandates, requirements and individual responsibilities of staff are being met. Employee will work collaboratively with peers and others departments to identify and develop new Family Services procedures or resources for enhancement of service delivery. Employee leads/participates in additional committee/work groups as assigned.*

5% *In conjunction with the Region director, employee interviews for staff vacancies. Employee handles customer and employee grievances;*

5% *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised

6 Child Welfare Casework Supervisor 2

Signature of Agency Representative

Date