

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Child Welfare Casework Supervisor 2</i>	DIVISION: <i>Program Services</i>	DEPARTMENT: <i>Intake & Investigations - Screening</i>
WORKING TITLE: <i>Screening Supervisor</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>Social Program Administrator 2</i>	JOB STATUS: <i>full-time/part-time</i>
CLASSIFICATION NO.: <i>06031</i>	PCN: PAY RANGE: 26	REVISION DATE: <i>3/18</i>
EQUIPMENT USED: <i>telephone calculator printer computer copying machine automobile</i>		
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>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 4 years post degree child welfare/social work exp. LISW preferred.</i>		
PREFERRED: <i>Experience in screening decision making using the current screening guidelines and two years of child welfare supervisory experience.</i>		
PURPOSE: <i>Coordinates and supervises support staff and caseworkers at Intake & Investigations whose primary responsibility is screening reports of abuse, neglect, dependency and FINS, and assessment of these reports in protective service investigations; provides guidance to 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 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:	
70%	<i>Screening decision making and supervises staff, including advising staff on policies and procedures for child welfare screening practices and assessment/investigation; assess service needs, provide case direction, contact community resources as needed; assigns cases to service teams; education to non-mandated and mandated reporters on screening practices and agency interventions.</i>	
10%	<i>Conducts unit meetings to build cohesive staff; reviews instructional materials and shares information on new procedures and methods of treatment; attends staff development to remain current in policies and procedures of casework practice; instructs and trains staff.</i>	
10%	<i>Evaluates staff performance; interviews applicants and performs other personnel duties for the unit.</i>	

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5% *Assists and participates in management, planning and committee meetings for Agency.*

5% *Performs other related duties as assigned.*

****Position requires being on call 24 hrs/day for crisis situations***

****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

Child Welfare Caseworker 3
Caseworker 3

Signature of Agency Representative

Date