

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Child Welfare Casework Supervisor 2</i>		DIVISION: <i>Program & Placement Services</i>	DEPARTMENT: <i>Region</i>
WORKING TITLE: <i>Child Welfare Casework Supervisor 2</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>Social Program Administrator</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: 06017		PCN: <i>Click here to enter text.</i> PAY RANGE: 26	REVISION DATE: 9/12
EQUIPMENT USED: telephone calculator computer & other related equipment photocopy machine camera automobile cell phone/pager			
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 4years post degree child welfare/social work exp.</i>			
PREFERRED: <i>LISW</i>			
PURPOSE: <i>Employee coordinates and supervises unit of social workers and support staff; provides clinical and administrative guidance to staff in order to protect children. 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:		
30%	<i>Clinical Supervision/Planning & Caseworker Development: Supervises staff, including advising staff on policies and procedures for child welfare casework program, which includes: assessing service needs, providing case direction, instructs and trains staff. Works with staff to enhance their professional development, while providing concrete & candid feedback. Actively participates in various family/professionals meetings to optimize family outcomes. Participates in interviews for hiring staff.</i>		
30%	<i>Paperwork/Administrative Duties: Reviews and approves staff tools, assessments and other documentation (quality control); assigns and closes cases served by the unit; schedules deadlines and meetings for various casework responsibilities; evaluates referrals for service and processes; evaluates approval for home studies; evaluates services provided by other agencies. Routinely reviews and utilizes pertinent agency reports to ensure optimum service delivery and staff performance. Completes employee evaluations and other personnel documents. Provides verbal & written direction to staff regarding performance expectations and plans.</i>		
10%	<i>Client/Casework Support: Performs crisis counseling; resolves complaints when necessary; provides direct and indirect services in the absence of caseworker, including providing testimony at court;</i>		

- 15% *Planning & Development: Assists and actively participates in management, planning and committee meetings; attends meetings with supervisor and other supervisors to discuss information and/or personal development; assists peers as needed; participates in agency planning; attends staff development to remain current in philosophy, policies and procedures of casework and management practice.*
- 10% *Unit Management: Conducts unit meetings to build cohesive staff; reviews instructional materials and shares information on new procedures and methods of treatment*
- 5% *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised

Signature of Agency Representative

Date