

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Administrator 1 –Intake Assessment/Investigation</i>	DIVISION: <i>Program Services</i>	DEPARTMENT: <i>Intake & Investigations</i>	
WORKING TITLE: <i>Social Program Administrator 1 – Intake Assessment/Investigation</i>	PCN & CLASSIFICATON OF SUPERVISOR: <i>711100 Social Program Administrator 2</i>	JOB STATUS: <i>Full-time</i>	
CLASSIFICATION NO.: <i>69415</i>	PCN: <i>711116</i> PAY RANGE: <i>28</i>	REVISION DATE: <i>8/18</i>	
EQUIPMENT USED: <i>telephone calculator printer computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate coursework in social or behavioral science plus 12mos. exp. in delivery of social services, plus 6 months supervisory experience; or completion of graduate coursework plus 6 mos. exp. in delivery of social services plus 6 mos. supervisory exp.; or equivalent.</i> PREFERRED: <i>Master’s degree in social work with several years of social services exp. Including several years of supervisory/administrative exp.; knowledge of child welfare systems management and program evaluation plus basic understanding of statistics; excellent written and verbal communication skills.</i>			
PURPOSE: <i>Employee provides leadership and manages the day-to-day operation of Intake AI support positions and teams. 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 & Wellbeing 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>			
	JOB DUTIES: <i>40% Responsible for the management/leadership of Intake AI support positions/teams including floating supervisors and the Intake mentor team. Conducts team meetings and group supervision to build cohesive staff; oversight and leadership of mentor unit to support Intake staff. Responsible for floating supervisor scheduling and equitable utilization across the department.</i> <i>40% Direct management and oversight of newly on boarded child welfare caseworkers prior to their placement in a permanent team.</i> <i>15% Assist with activities to support onboarding new child welfare caseworkers to the Intake department as well as their successful integration into their permanent teams. Participates in agency initiatives to improve performance.</i>		

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PCN

5%

Performs other 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

*3-4 - Child Welfare Casework Supervisor1 Floaters
1- Intake Mentor Supervisor and unit
6 Child Welfare caseworkers*

Signature of Agency Representative

Date