

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Child Welfare Casework Supervisor 1</i>		<b>DIVISION:</b> <i>Program Services</i>		<b>DEPARTMENT:</b> <i>Intake &amp; Investigations</i>	
<b>WORKING TITLE:</b> <i>Child Welfare Casework Supervisor 1 (Floater)</i>			<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Social Program Administrator 2</i>		<b>JOB STATUS:</b> <i>Full-time (Flexible)</i>
<b>CLASSIFICATION NO.:</b> <i>06016</i>		<b>PCN:</b> <b>PAY RANGE:</b> 24		<b>REVISION DATE:</b> <i>4/18</i>	
<b>EQUIPMENT USED:</b> <i>telephone calculator printer computer copying machine automobile</i>					
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Master's degree in social work or related area and 2 years child welfare/social work experience, including relevant supervisory or administrative skills; or Bachelor's degree in social work or related area and 3 years post degree child welfare/social work exp. LISW preferred.</i>					
<b>PREFERRED:</b> <i>N/A</i>					
<b>PURPOSE:</b> <i>Entry level supervisor position; employee is under the supervision of Associate Director of Intake &amp; Investigations; cover supervision for Child Welfare Casework Supervisor vacancies, vacations, leaves of absences, at Intake and the Regions as needed. Will assume casework duties along with coaching, mentoring and shadowing with child welfare caseworkers as needed. 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>					
<b>JOB DUTIES:</b>					
60%	<i>Cover supervision for Child Welfare Casework Supervisor vacancies, vacations, leaves of absences, etc.; manage and supervise units; assign cases, process paperwork and conduct conferences with workers; dispositions and transfer of cases; job assignments to be received and approved by Intake administration and communicate with supervisors about their staff's performance in their absence.</i>				
20%	<i>Supervise and coordinate activities for Child Welfare Casework floater. May assume casework duties when necessary; will mentor and coach child welfare caseworkers.</i>				
10%	<i>Serve as backup to the screening Child Welfare Casework Supervisors (SDM's) by reading referrals and manning screening decisions on referrals; provide guidance and supervision to the screeners, assign crisis cover cases to Child Welfare Caseworkers; screen allegations of abuse, dependency and family in need of services via telephone or face-to-face contact.</i>				

*Child Welfare Casework Supervisor 1 (Floater)*  
*PCN*  
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- 5% *Attend staff development to remain current in policies and procedures. Serve on Agency committees, work groups as assigned by supervisor.*
- 5% *Other related 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  
Child Welfare Caseworker - Floater

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date