

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: Child Welfare Casework Supervisor 2		DIVISION: Program Services	DEPARTMENT: Intake & Investigations - Placement
WORKING TITLE: Placement Supervisor		PCN & CLASSIFICATION OF SUPERVISOR: Social Program Administrator 2 (PCN—704400)	JOB STATUS: <i>Full-time; Flexible; primarily Monday thru Friday 2 p.m. to 10 p.m.</i>
CLASSIFICATION NO.: 06017		PCN: 702020 PAY RANGE: 26	REVISION DATE: 4/21
EQUIPMENT USED: <i>telephone calculator printer fax machine computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: Master's degree in social work or related area and 3 years child welfare/social work experience, including relevant and supervisor or administrative skills OR Bachelor's degree in social work or related area and 4 years post degree child welfare/social work experience.			
PREFERRED: LISW; previous assistance with administrative assignments experience desirable; previous management/leadership experience desired; ability to clearly communicate verbally and in written form.			
PURPOSE: <i>Employee provides leadership, planning, and training and is responsible for day-to-day quality service delivery to children and their families who are served by the agency through Placement team. Employee must demonstrate strong leadership and competence in all aspects of job responsibilities. 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>			
50%	JOB DUTIES: Primarily supervises Placement Staff responsible for locating kinship placement options for youth in agency custody. Responsibilities include: Equitably assigning home study requests to staff; collaborating with assigned Placement Caseworker and service teams; when necessary, providing direct and indirect services in absence of Placement Caseworker; communicating with potential/approved kinship caregivers, creating solutions for placement issues; approving material assistance/financial requests, assuring efficient data entry into SACWIS for all designated home study and placement activities; reviewing completed home studies; making home study and placement decisions; preparing kinship cases for transfer to Ongoing Kinship team; advising Placement team on policies and procedures and ensures compliance with agency and ODJFS requirements.		
20%	Assists with overseeing placement activities associated with locating paid placement options for youth in agency custody. Responsibilities include: Equitably assigning placement requests to staff; collaborating with assigned Intake Placement and service teams; (when necessary) providing direct and		

	<p>indirect services in absence of Placement Caseworker; interfacing with network foster care, shelter care facilities and residential providers; creating solutions for placement issues; assuring efficient data entry into SACWIS for all designated placement activities, advising Placement team on policies and procedures and ensures compliance with agency and ODJFS requirements.</p> <p>10% Assists Administration in program development, planning, evaluation, and education. Coordinates with Administrator, co-workers, and other agency departments to create solutions for concerns and devise opportunities for improvement in workflow, consistency in practice, communication and work alignment with CFSR, CPOE, COA standards, and agency's Guiding Principles. Provides coverage for co-workers and caseworkers, as needed. Leads/participates in various committees and assigned projects. Serves as a liaison for collaborations with external partners. Attends agency events.</p> <p>5% Establishes standards of work and ensure quality assurance of these standards. Meets regularly with all assigned direct reports reviewing and addressing issues related to: work responsibilities; productivity; work/case trends; opportunities for process and/or staff improvement; training; disciplinary concerns. Maintains conference notes documenting these meetings and discussed issues. Completes timely and comprehensive employee evaluations. Handles employees' grievances. Plans routine unit meetings. Assist in interviews for staff vacancies.</p> <p>5% Performs other related duties as assigned. <i>*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.</i></p>	
<p>List no. of positions and Class Titles of positions supervised</p> <p>4 Intake Placement/Kinship Caseworkers</p>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>