

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Specialist</i>		DIVISION: <i>Family and Staff Support Services</i>		DEPARTMENT: <i>Provider Services</i>	
WORKING TITLE: <i>Centralized Referral Worker</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>Child Welfare Casework Supervisor 1</i>		JOB STATUS: <i>Full time</i>	
CLASSIFICATION NO.: <i>Click here to enter text.</i>		PCN: <i>Click here to enter text.</i> PAY RANGE: 22		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 a minimum of 1 year related child welfare/social work experience(post Master's degree); or Bachelor's degree in social work or related area and a minimum of 2 years related child welfare/social work experience. LSW will be considered equivalent to a Bachelor's degree in social work.</i>					
PREFERRED: <i>Experience in clinical/behavioral health. Skilled in child welfare case planning and progression. Strong communication (written and verbal) and organization skills. Employee needs to be proficient in computer use in order to navigate SACWIS, ECF and other applications frequently used by caseworkers in this position.</i>					
PURPOSE: <i>Employee supports service teams by assessing cases for needed services and referring children and families to needed services; provides hands on assistance to service teams in planning for challenging youth, families and case planning dynamics. 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>					
85%	JOB DUTIES: <i>Reviews assigned centralized referral cases and makes referral recommendations for children and families. Reviews and processes referrals for contracted and non-contracted community based services. Responsible for completion and tracking of referrals made to Providers on behalf of families. Responsible for data entry of case services in a timely manner. Completes various reports as requested. Works collaboratively with service teams, all FCCS departments, system partners and Providers. Completes assigned consults for service teams to aid in the identification of appropriate services or Providers to meet a family's needs. Attends various meetings such as Permanency Round Tables, Team Decision Making, care coordination meetings and placement preservation to aid in problem solving and planning for families. Assists service teams by helping develop 1:1 and other individual contract parameters.</i>				

10%

Employee meets regularly with their supervisor and team members to discuss unit and individual performance and opportunities for improvement. Attends staff development. Employee contributes to a positive work environment geared towards a positive attitude, teamwork and productivity. Coordinates within Provider Services and with other agency departments to problem solve concerns and opportunities for improvement in workflow, consistency of practice, communication and work alignment with CFSR, CPOE, COA standards as well as the agency Guiding Principles. Leads/participates in various committees and projects as assigned. Serves as a liaison for various collaborations with external partners.

5%

Performs other duties as assigned

***Employee in this position may be required to work a flexible shift*

**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

n/a

Signature of Agency Representative

Date