

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Manager 1</i>	DIVISION: <i>Policy & Performance Improvement</i>	DEPARTMENT: <i>Performance Improvement- Performance Review</i>	
WORKING TITLE: <i>Social Program Manager (SPM)- Performance Review</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>731001 Social Program Administrator 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: 27	REVISION DATE: <i>9/2019</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 12 mos. exp. in delivery of social services plus 6 mos. supervisory exp. or completion of graduate coursework in social or behavioral science plus 6 mos. exp. in delivery of social services.</i> PREFERRED: <i>Master's degree in social work with LISW or LSW; several yrs. of social services exp., including several yrs. 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 is under administrative supervision of Social Program Administrator 1; assists to oversee the Performance Review process within the Performance Improvement Department; provides guidance, support, and leadership to the case review and family team meeting process; also provides leadership and manages the day-to-day operation of the Performance Review portion of the review and family team meeting process; all with the continual attention to timely and quality service treatment delivery to the children and their families who are 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 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 will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
45%	JOB DUTIES: <i>Directly supervises case reviewers and facilitators in order to meet department and agency goals; ensures staff development and compliance with state regulations for their area; maintains conference notes on meetings and issues discussed; addresses service delivery issues, workload and disciplinary concerns as they may relate to their assigned staff; conducts meetings to build cohesive staff; reviews instructional material and shares information on new policies/procedures; responsible for the instruction and training of new staff, evaluates staff performance and performs personnel duties of the department; maintains responsibility for the coordination of the agency's Team Decision Making meetings and assists with coordination of the Permanency Round Tables</i>		

<p>40%</p> <p>10%</p> <p>5%</p>	<p><i>Assists the Social Program Administrator 1-Performance Review to provide direction and oversight to the family team meeting process and the semiannual review process; with an emphasis on working collaboratively with all agency areas, making connections with both formal an informal community-based services, and guiding staff development to increase facilitators' and reviewers' knowledge of both formal and informal services by neighborhoods, and other geographic regions of the county; ensures that agency adequately assesses the needs of children and families, to match needs with services, to promote progress on case plans, and to document work professionally; works collaboratively to identify evidence-based services and appropriate resources for our clients; maintains up to date knowledge and understanding of current requirements and regulations and ensures agency compliance.</i></p> <p><i>Assists in the development of agency goals/strategies to improve agency compliance with requirements/standards; participate in agency initiatives to improve performance and meet outcome indicator goals; provides guidance, support and leadership to other PID initiatives as needed. (e.g. Child Fatality/Near Fatality reviews, case reviews, etc.)</i></p> <p><i>Performs other related duties as assigned.</i></p> <p><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>10- Social Program Coordinator</p>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>