

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Child Welfare Casework Supervisor 2</i>		DIVISION: <i>Family Services</i>	DEPARTMENT: <i>Adoptions</i>
WORKING TITLE: <i>CWCS 2 Adoptions ICPC/WWK Supervisor</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>716001 Social Program Administrator 2</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>Click here to enter text.</i>		PCN: 716700 CWCS 2 PAY RANGE: 26	REVISION DATE: <i>11/17</i>
EQUIPMENT USED: <i>telephone calculator fax scanner computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Master's degree in social work or related area and three years foster/adoptive child welfare/social work experience, including relevant supervisory or administrative skills; or Bachelor's degree in social work or related area and four years post degree child welfare/social work foster/adoptive experience.</i>			
PREFERRED: <i>LSW, Adoption Assessor preferred.</i>			
PURPOSE: <i>Employee promotes the mission of the agency by serving as the Assistant Deputy Compact Administrator for the agency in carrying out responsibilities involving ICPC. These responsibilities include receiving, reviewing and authorizing all interactions between the agency and compact administrators for other states and territories who are requesting services from the agency for children in the custody of an out-of-state agency; reviewing and authorizing all interactions when the agency or managed care partner is requesting services for children in the agency's custody who are being considered for placement out-of-state and/or require supervision by a children services agency of another state or territory; offering technical assistance and training to other agency staff on properly completing ICPC requests; entering data into SACWIS for all incoming and outgoing ICPC cases to enable ODJFS to pull data for federal reporting purposes and coordinating with ODJFS for technical assistance and assurance of compliance with ICPC requirements. Employee coordinates and supervises a unit of workers including three contract WWK recruiters, the Flyer coordinator and a social service aide; provides clinical and administrative guidance to staff in order to protect children; possesses knowledge and skills about diverse cultures and models training and cultural sensitivity to all races of children and their ethnic needs; assists in assigning cases to adoption staff and creating adoption cases on SACWIS. 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>			
40%	JOB DUTIES: <i>Supervisor acts as agency liaison with the Dave Thomas Foundation (DTF) for the Wendy's Wonderful Kids (WWK) Program. Meets as least monthly with recruiters to discuss cases. Reviews recruiters' monthly submissions and Quarterly Reports to The Dave Thomas Foundation. Completes and submits monthly supervisor report to The Dave Thomas Foundation. Evaluates three recruiters jointly with the PCSAO. Works with Fairfield, Delaware, Union, Madison and Pickaway Counties to provide the WWK program to children in those counties. Completes and submits 3 Grant Renewal Requests yearly to The Dave Thomas Foundation with assistance from the Contracts and Fiscal Department. Facilitates WWK partnership for National Adoption Day (NAD) and other statewide initiatives for this program. Ensures DTF staff are working collaboratively with agency staff for recruitment and permanency planning of PCC youth. Works with agency staff on understanding the mission/role of WWK program. This may include public speaking</i>		

<p>40%</p> <p>10%</p> <p>5%</p> <p>5%</p>	<p><i>and JFS/PCSAO meeting/conferences.</i></p> <p><i>Supervisor's three CWC (WWK Recruiters); two support staff including a child case worker and a social service aide; performs personnel duties for unit.</i></p> <p><i>Serves as the Assistant Deputy Compact Administrator (ADCA) for the agency in carrying out the responsibilities involving ICPC as written in the FCCS Procedure for completing ICPC requests. Trains agency and managed care staff on all levels including line staff, supervisors, Ads, Directors and agency attorneys on matters regarding the ICPC. The role of the ADCA will include a variety of tasks including review of incoming and outgoing packets; distribution of the packets to the proper personnel or receiving state; follow up on missing paperwork (either incoming or outgoing packets); follow up on the status of incoming and outgoing cases; creation of cases on SACWIS; tracking the status of all cases on an excel log and communication with a variety of parties including FCCS service teams and other state administrator; preparing contract worksheets to Family Services Director for processing of financial agreements. Reviewing timeline of request in order to aide in meeting agency goals for CSFR/Permanency Planning.</i></p> <p><i>Responsible for understanding all of the ORC, OAC, ICPC Article and ICPC Regulations for the agency including being updated on any changes in the regulations by participating in AAICPC webinars, committees and the AAICPC Annual Conference. When changes are may regarding ICPC/ICJ informing person's at the agency that will be affected by the change.</i></p> <p><i>Responsible for handling ICJ (Interstate on the Compact of Juvenile) requests for children in Franklin county's custody including retrieving AWOL children. This includes entering all needed information and downloading needed paperwork into in the ICJ database. This also requires having a working knowledge of the rules and regulations of the ICJ.</i></p> <p><i>Responsible for completing the AAICPC required ICPC Quarterly Statistic report and submitting it to the required parties at the AAICPC and ODJFS.</i></p> <p><i>Supervises and manages approved adoptive only homestudies licensed through FCCS as well as assists these families looking for available adoptive children across the United States. This includes sending out home studies to a variety of agencies, reviewing histories on children with the families, asking agencies additional questions regarding children and presenting families at match meetings for children. This includes updating their homestudy at 18 months and working with them in maintaining their approval for each two year period as well as other updates as needed. Update adoption recruitment list monthly. Works with our internal Communication Department on public relation features for WWK/Adoption.</i></p> <p><i>Maintains all Putative Father Registries (PFR) for the agency and both managed care partners. Works with all staff members, managed care partners and the PFR office at ODJFS to address issues regarding the processing of PFRs.</i></p> <p><i>Handles MEPA audit by ODJFS every six months and all unannounced MEPA Audits. Responsible for updates of MEPA/JFS forms, updating SharePoint site and informing Human Resources/Training of any systematic changes.</i></p> <p><i>Performs other related duties as assigned.</i></p>
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<p>List no. of positions and Class Titles of positions supervised</p> <p>3 - Child Welfare Caseworker 3 (DTF/WWK)</p> <p>1 – Caseworker</p> <p>1 – Social Service Aide</p>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>
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