

**DESCRIPTION:** This class is responsible for the tracking and reporting of all children in out-of-home care. The Review Specialist reviews placement plans for children in the child welfare system and provides information and referral services to the Courts, attorneys, foster parents, and others interested in the foster care system. The Review Specialist works with local board members in reviewing these cases, facilitating the monthly meetings, and providing technical staff support and training to each local board. Performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first of three levels in the series (Specialist, Supervisor and Program Administrator). This is a full-performing class working independently in an assigned area of the state and reports to a Supervisor. The Program Administrator has responsibility for the entire program and staff of Specialists and Supervisors.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Examines agency case files to determine whether the permanency planning function is taking place by reviewing services provided to the child and family, the cases progress through the Court System, any pertinent background information, and any psychological or medical information.

Prepares questions for caseworkers, guardian ad litem, and other case related personnel on each case review.

Contacts necessary parties to clarify questions and gather additional information on each cases progress.

Prepares board packet and agenda for each board member prior to board meeting.

Presents cases on six to eight families per month to local review boards.

Documents each board's minutes and recommendations regarding each case by preparing a case history, summary of the permanency plan, and compilation of board comments, recommendations, and assessments.

Conducts orientation for new board members.

Compiles statistical data and coding to be used in a computerized tracking system for children in out-of-home placements.

Writes reports on cases, client concerns and special problems, or other matters to inform supervisory staff of review activities.

Informs community and business groups, public and private organizations, and service providers and review boards about procedures, goals, objectives, and resource needs to promote public awareness of the agency and its operations, to solicit outside resources, expand inter-agency cooperation, and to promote a broader understanding and acceptance of the Foster Care Review Board's purpose.

Recruits new board members through professional contacts, advertisements, and community outreach efforts.

Trains new and current board members on child welfare issues, case law, board procedures, and policies.

Acts as a liaison with judges, county attorneys, guardians ad litem, and child welfare agencies to promote and maintain harmonious working relationships on behalf of children in out-of-home care.

**KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: State law on abuse and neglect of children; Social Services policies and procedures pertinent to protective services, adoption, foster care, and child placement; emotional, social and intellectual needs of children; community resources available for providing foster care and child placement; the principles and techniques of case management; the principles and practices of social work pertinent to protective service/treatment plan development and implementation; techniques of interviewing for obtaining assessments or gathering information; home based services; community resources; adoption procedures; the Juvenile Court/Legal System.

Ability to: plan, organize and schedule work efficiently; communicate by writing detailed reports and letters; deal effectively with small groups by controlling agenda, clarifying misunderstandings, and promoting joint planning; interact with professionals in other organizations and interested individuals in the community on abuse, foster care, or protective service problems; interpret and apply state and federal laws, rules, policies, and standards; interpret and apply permanency planning, foster care, and child placement standards and requirements; evaluate and determine the appropriateness of child planning and placements; prepare accurate and concise reports; communicate facts, ideas and procedures electronically, telephonically, on paper, and in person.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

Bachelor's degree in: social or behavioral science, early childhood learning, education, or child development, counseling/guidance; psychology; sociology or investigative methods; and experience in a human or social service organization with responsibility for eligibility determination or providing direct social or protective services to clients.

OR

Experience in a social services agency with responsibility for providing services to children in out-of-home placements. Experience may substitute for education on a year for year basis.

**SPECIAL NOTES:**

Positions in this class require a valid driver's license or ability to provide independent authorized transportation in order to visit clients and foster care facilities and attend board meetings and community outreach activities.

State agencies are responsible to evaluate each of their positions to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).