

**DESCRIPTION:** Under limited supervision, this class is responsible to ensure child/youth's safety and well-being is occurring as well as insuring that decisions are made regarding the best interest of children/youth. This position is responsible for problem identification and working with multiple parties to ensure that decisions made are in the best interest of children in the child welfare and juvenile justice system. The Review Specialist works with local board members in reviewing these cases, facilitating the monthly meetings, and providing technical expertise 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 two levels in the series (Foster Care Review Specialist and Foster Care Review Regional Program Manager). This is a full-performing class working independently in an assigned area of the state and reports to a Regional Program Manager. The Foster Care Review Regional Program Manager has the responsibilities for administration of the statewide review program within an operations unit plus responsibility for the full scope of supervising review staff.

**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.)

Reviews and analyzes documents and reports from multiple sources and independently gathers case information from case participants to ensure the facts stated support the case plans and ensure reasonable efforts are being made in the best interest of the child/youth.

Reviews and analyzes data reports from multiple sources to monitor child/youth outcomes; address deficiencies; and provide recommendations to all stakeholders.

Examines case information, court documents and discusses the case with all relevant stakeholders to determine whether the permanency planning function, safety of the child/youth, and the well-being of the child/youth is occurring by all of the legally responsible parties as required by State and federal law. Preparation of summary documentation based upon these examinations.

Compiles relevant case information to be reviewed by each local FCRO board; professionally facilitates FCRO board meetings; and educate FCRO board members on key case issues. Documents each board's statutorily required findings and recommendations regarding each case by preparing a case history, summary of the permanency plan, and compilation of board comments, recommendations, and assessments. Creates a final report that is submitted to all legal parties on the case.

Assesses and compiles statistical data to be used in a computerized tracking system for all children/youth cases reviewed.

Advocates for the best interest and needs of children/youth through attending juvenile court proceedings and other collaborative meetings, through direct contact with legal parties to relate the board's concerns and/or recommendations, both at the individual case level and systemic level to provide testimony and other relevant information as needed.

## C73771 FOSTER CARE REVIEW SPECIALIST (continued)

Attends community collaboration meetings, community business gatherings, public and private organization functions in an effort to promote public awareness of the needs of children and families involved in the child welfare and juvenile justice system; expand inter-agency cooperation; and promote broad understanding and acceptance of the FCRO's purpose and role in addressing the needs.

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

**Knowledge of:** The principles and practices of direct case management including assessment, analyzing critical information, plan development and implementation; the importance of commitment to individuals and families; the importance of families/individuals having normal life experiences that are consistent with age, gender, culture and community setting; the value and importance of families/individuals having the right and ability to make decisions; the principles and practices of the juvenile court system; and the principles and practices involved in the types of services available in the community and needed by the families/individuals to meet their needs.

**Skills in:** Interviewing stakeholders to collect and elicit essential information and assess the families/individuals needs and progress; openly and honestly discussing concerns with others in a non-judgmental way; utilization of keyboard and databases.

**Ability to:** Learn, apply and interpret case management policies and procedures of the respective agencies and service providers involved with families/individuals; protect confidential information; critically analyze information received; communicate electronically, on paper or in person with stakeholders, legal parties, co-workers and supervisors to exchange case information and assessments, including in correct legal format; listen to and understand communications; establish and maintain effective working relationships with stakeholders, law enforcement, the court and legal system, the families, advocates; organize and maintain case records; apply the principles and practices of policies and State and Federal law; treat people with dignity and respect regardless of their behavior; respond flexibly and adapt to new or changing circumstances; independently manage time and workflow to meet deadlines; exhibit a sense of fairness; be available to stakeholders, children and families through regular and predictable work attendance; demonstrate professionalism; operate basic computer software and hardware such as Microsoft Office Products.

**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 work, psychology, sociology, counseling, human development, mental health care, education, criminal justice or other closely related area AND two years of performing case management or case review functions OR a higher degree in a related field of study.

### **SPECIAL NOTES:**

Positions in this class require a valid driver's license or ability to provide independent authorized transportation in order to perform work-related travel such as visiting foster care facilities, attend board meetings, attend collaborative and advocacy meetings including court hearings 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).