

DESCRIPTION: Under administrative direction of the Director, responsible to administer an operations unit of the Office's Statewide Review Program, including the coordination of operations and activities necessary to plan, organize, develop, and implement a review system for children in out-of-home care; trains and supervises professional review staff in the activities of reviewing plans for children as required under Nebraska Statute. Functions as liaison between the Executive Director and review staff and outside agencies and local board members. 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 position is distinguished by its responsibility 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.)

Assists in administration of the agency, including recommending the setting or revision of long term goals, policies and procedures, and agency budget.

Represents agency in meetings and acts as a liaison with public officials; both elected and appointed, (e.g. senators, judges, and county attorneys) guardians ad litem, child welfare agencies, and other legal parties to a case, to assist in expediting the response to case and area concerns and to promote harmonious working relationships on behalf of children in out-of-home care.

Identifies and addresses area and statewide system issues/concerns affecting children in foster care through correspondence, personal contact, and/or on-going meetings.

Determines number of staff members and local board members needed, and their locations across the state, to meet the needs of all children in foster care. Assists with any disciplinary action of local board members.

Confers with administration, unit managers, supervisors, and case workers within child welfare agencies and representatives of other public and private organizations to discuss specific cases, to resolve problems, and to coordinate activities so that goals and objectives are attained.

Implements of statewide initiatives affecting children in foster care.

Plans, assigns, directs, trains and evaluates the work activities of foster care review staff members to ensure consistent application of administrative and program policies, procedures, and standards and recommends personnel actions.

Maintains work flow coverage and problem solves with regard to staff members, case concerns, legal standing cases, and other concerns.

Reviews case files and written board recommendations to determine the appropriateness of recommendations; determines whether files are complete and accurate and meet state statute requirements and the administrative policies and procedures of the agency.

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.

Researches social work and human services topics to keep informed of new developments in the field and incorporate current knowledge and practices into unit policies and procedures.

Maintains contact as required with pertinent federal representatives to assure federal regulation compliance.

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

Knowledge of: techniques of program research, planning, and evaluation; the foster care system; child development; bonding and attachment; applicable state/federal laws regarding child welfare/protective services; child abuse investigation methods; community resources available for providing foster care and child placement; child abuse prosecution procedures/processes; principles and techniques of case management; Review Office responsibilities/authorities; supervisory and management techniques/practices; role of each member of Nebraska's Child Welfare System; the political system; agency rules/regulations; agency budgeting process.

Skill in: supervising/leading others; communicating with others effectively electronically, telephonically, on paper, and in person; investigating; interacting with others at all levels.

Ability to: interpret, apply, and enforce statutes, rules and regulations; implement/effect operational changes; train/guide others; plan, organize, assign, and evaluate the work of review staff; instruct review staff on the methods and techniques of performing case investigation duties; interact with professionals in other organizations and interested individuals in community on abuse, foster care, or protective service problems; interpret and apply permanency planning, foster care, and child placement standards and requirements; administer discipline when necessary; identify areas of concern/problems and effect resolution; communicate effectively; prioritize and organize workloads; draft legislation; testify at legislative hearings.

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 development, education, counseling, psychology, criminal justice, or sociology AND three years experience in a human or social service organization with responsibility for eligibility determination or providing direct services to children & families AND experience leading or supervising others. Experience may be substituted for the educational requirement on a year-for-year basis.

SPECIAL NOTES:

Positions in this class are required to possess a valid driver's license or the ability to provide independent authorized transportation for the purpose of traveling to meetings throughout the state and visiting clients/foster care facilities.

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