

FOSTER CARE REVIEW PROGRAM ADMINISTRATOR

DESCRIPTION: Class is responsible to administer the Board's Statewide Review Program, including supervision of Review staff. Functions as liaison between the Executive Director and Review staff and outside agencies and Board Members.

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.)

Assist in administration of the agency, including setting long term goals, policies and procedures, and agency budget.

Represent agency in meetings with public officials, both elected and appointed, (e.g, senators, judges, county attorneys).

Implementation of statewide initiatives affecting children in foster care.

Ensure quality case reviews are conducted as required by state statute and the best interests of foster children are carried out.

Manage, supervise, train and evaluate Foster Care Review Specialist Supervisor staff. Assist Supervisors in work flow coverage and problem solving with regard to staff, case concerns, legal standing cases and other concerns.

Determine number of staff and local board members needed, and their locations across the state, to meet the needs of all children in foster care. Oversee, initiate and/or participate in the recruitment and training of all local board members. Initiate and/or assist with any disciplinary action of local board members.

Identify and address area and statewide system issues/concerns affecting children in foster care through correspondence, personal contact and/or on-going meetings. Liaison and coordinate with Review Board staff, senators, judges, county attorneys, and other legal parties to a case to assist in expediting the response to case and area concerns.

Maintain regular contact with pertinent federal representatives to assure federal regulation compliance.

Perform other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency rules/regs; agency budget process.

Skill in: supervising/leading others; communicating with others effectively, both orally and in writing; investigating; interacting with others at all levels.

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Ability to: enforce statutes, rules/regs; implement/effect operational changes; train/guide others; evaluate performance; administer discipline when necessary; prioritize workload; identify areas of concern/problems and effect resolution.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: foster care system; child development, bonding and attachment; applicable state/federal laws regarding child welfare/protective services; child abuse investigation methods; available services for children; child abuse prosecution procedures/processes; Review Board responsibilities/authorities; supervisory and management techniques/practices; role of each member of Nebraska's Child Welfare System; and the political system.

Skill in:

Ability to: communicate effectively, both orally and in writing; prioritize and organize workloads; recognize problems and identify possible solutions; draft legislation; testify at legislative hearings.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of education, training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline is: Bachelor's degree in Social or Behavioral Science, Early Childhood Development, Counseling, Psychology, or Sociology AND 3-5 years experience in a human or social service organization with responsibility for determining the nature or level of services needed by clients, services for which clients are eligible and in providing direct social or protective services to children/youth.