

DESCRIPTION: Under administrative direction; coordinates operations and activities necessary to plan, organize, develop, and implement a review system for children in out-of-home care; supervises professional review staff in the activities of reviewing plans for children in the child welfare system; coordinates the operations of the unit with other administrative personnel inside and outside the agency. 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 second level in the series of three (Specialist, Supervisor, and Program Administrator). This class is distinguished from the Specialist by its supervisory responsibilities over the Specialists and review of their work. This class reports to the Program Administrator who has responsibility for the program and the 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.)

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

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.

Compares work performance of review staff members with established standards to determine the quality and quantity of employee's work, to recommend personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes, and separations to agency management staff, to identify employee training needs, and to improve employee work performance and enhance career advancement potential.

Reviews case files and written board recommendations prepared by review staff to determine the appropriateness of board recommendations; determines whether files are complete and accurate and meet the administrative policies and procedures of the agency.

Writes reports on cases, client concerns and special problems, or other matters to inform administrative staff or the executive board of the current status 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.

Recommends the establishment or revision of policies and procedures related to permanency planning to effectively meet the needs of the children placed in foster care and licensed facilities.

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.

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

Knowledge of: principles and techniques of supervision; 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; techniques of program research, planning, and evaluation; 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.

Ability to: 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; develop work performance standards and apply the standards to evaluate employee work performance; 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; understand, interpret, and apply agency guidelines, rules and procedures; understand and apply agency confidentiality requirements.

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

Post high school coursework/training 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 providing direct social or protective services to clients; or assessing programs, services, or operations for compliance with social, health, safety, or licensure requirements; AND assisting a supervisor.

OR

Experience in a human or social service organization with responsibility for supervision of staff in assessing programs, services, or operations for compliance with social, health, safety, or licensure requirements.

SPECIAL NOTES:

Positions in this class require a valid driver's license or the ability to provide independent authorized transportation for the purpose of attending meetings, conferences, visiting clients and foster care facilities, and conducting community outreach.

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