

**Crawford County Human Services Department  
Position Description**

<b>POSITION TITLE:</b> Family & Children's Services Supervisor	<b>DEPARTMENT:</b> Crawford County Human Services
<b>REPORTS TO:</b> Director, Crawford County Human Services Department	<b>PAY GRADE:</b> Grade D
<b>DATE:</b> 2016	<b>HOURS PER WEEK:</b> Salaried position

**PURPOSE OF POSITION**

The purpose of this position is to supervise the day-to-day operation of the workers in the Family & Children's Unit which includes but is not limited to Child Protective Services Program (CPS), Juvenile Justice Program (JJ), Coordinated Service Team (CST), Child Welfare, Foster Care and Kinship and to participate as a team member for the Mental Health Clinic.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Ensure that all programs under the direction of this position are well integrated into the unit.
- Assist in developing a comprehensive array of services that promote physical, emotional and mental health of children and their families.
- Provide direction and supervision to those unit staff directly assigned to this position.
- Conduct employee performance evaluations.
- Provide backup supervision as needed to other programs and staff within the entire Human Services Department. Example: the Mental Health Clinic and/or the Long-Term Support Unit.
- Assign staff to the On-Call rotation after hours and assign staff for day-to-day Intake.
- Complete CPS required State training and assure that workers also meet State requirements.
- Comprehensive knowledge of the eWISACWIS Program to provide basic training to staff in this area and to be the Lead Liaison with the State in the eWISACWIS Program.
- Conduct screening decisions on all CPS access and service intakes and assign workers to cases which are screened in.
- Approve all out of home placements and paperwork that must accompany out of home placements from initial placement through permanency plan.
- Approve Initial Assessments and Case Finding Determinations for all Abuse and Neglect Investigations, and Child Welfare Reports for all Service Reports and all other necessary paperwork required by the State for same.
- Work cooperatively with law enforcement, District Attorney and Court System to help ensure safety of children in the community and the community itself.
- Oversee the case management of ongoing cases.
- Backup case managers in unit when necessary.
- Represent Crawford County Human Services in the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.

- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in on-going training, maintaining contemporary knowledge to ensure compliance with Federal and State regulations.
- Promote good working relationships with community agencies and other departments.
- Assign, review, and monitor professional staff to ensure compliance with State and Federal requirements.
- Provide client services as needed within the agency.
- Participate as a team member in the mental health unit staffing as directed.
- Monitor State grant programs and submit reports in a timely manner.
- Be familiar with CST facilitation and program rules.
- Supervise assessments, reassessments and document information for the Kinship Care Program.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Bachelor's degree in Social Work or related field is required; Master's Degree in Social Work or related field is preferred.
- 2 years of experience as a supervisor or 5 years of field experience in child welfare required. Crawford County may consider a combination of education, experience, and training that provides the necessary knowledge, skills and abilities to perform the duties of the position.
- Knowledge of Child Protection and Juvenile Justice Programs with knowledge of State and Federal Statutes and Standards in Child Protective Services and Juvenile Justice, in addition to knowledge of Child Protection and Juvenile Justice protocols.
- Working knowledge of computers, computer programs, typing and data entry.
- Current driver's license and unlimited access to insured reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, State and Federal rules and regulations, manuals, professional journals and papers, job applications, insurance forms and budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, letters, court reports and financial applications.
- Ability to communicate effectively with clients, client family members, county board members, professional and support staff, director, law enforcement personnel, local, State and Federal social service staff and the general public.
- Ability to record and deliver information, explain procedures and instruct staff and clients.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions, and use and understand descriptive statistics.

**Judgment and Situational Reasoning**

- Ability to apply psychological therapy concepts to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to use independent judgment and maintain emotional stability in routine to occasionally highly unstable or risky situations including decisions on implementing client treatment plans to encounters with potentially suicidal and violent clients.
- Ability to problem solve and achieve resolution.

**Physical Requirements**

- Ability to physically respond and provide services in a variety of settings including office, community locations, private residences, jail, etc.
- Ability to operate a variety of office equipment including computer keyboard, telephone, calculator, etc.
- Ability to operate a motor vehicle.
- Ability to lift 15 lbs.

**Environmental Adaptability**

- Ability, in regard to violence, disease, dust, temperature, etc., to work in a comfortable, yet occasionally unsafe environment.

**Crawford County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**

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**Employee's Signature**

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**Date**

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**Supervisor's Signature**

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**Date**