

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.			Agency Number
CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION <input checked="" type="checkbox"/> UNCLASSIFIED			
<b>Part 1 - Items 1 through 12 to be completed by department head or personnel office.</b>			
1. Agency Name Department for Children and Families	9. Position No. K0229689	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Foster Care Protection Specialist	
3. Division Family Services		12. Proposed Class Title	
4. Section Prevention and Protection Services	For Use	13. Allocation	
5. Unit Foster Care		14. Effective Date	
6. Location (address where employee works)		By	Approved
City	County		
7. (circle appropriate time) Full time      Perm.      Inter. Part time      Temp.      % <b>Regular</b>		Personnel Office	16. Audit Date:                      By: Date:                      By:
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM    To: 5:00 AM/PM			17. Audit Date:                      By: Date:                      By:

Position  
Number

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
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**PPS FC Program Administrator**

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
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**PPS FC Program Administrator**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position receives written or verbal instruction from the Supervisor to perform work assignments. The position is given a great amount of latitude in prioritizing and completing work assignments. Most tasks are performed independently or with minimal supervision. The liaison worker will ask for further details or clarification as needed. Work requires initiative, discretion and the ability to make independent judgments regarding urgency of a situation and/or its sensitivity and requires careful interpretation. Requires the ability to carry out program goals as set out in the Prevention and Protection Services Policy and Procedure Manual in a timely manner. Must maintain professional standards.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1. 50%	E	<p><b><u>Case Management</u></b></p> <ul style="list-style-type: none"> <li>• Receives, reviews and approves case plans. Assures the permanency goal is appropriate.</li> <li>• Attends case planning conferences when it is anticipated the permanency goal may change.</li> <li>• Attend the Best Interest Staffing with the contractor, if the adoption specialist cannot attend.</li> <li>• Submit the Best Interest Staffing packet to the regional attorney and the Foster Care Contract Administrator for review and approval. If additional information is requested by legal or administration, obtain the information from the contractor as necessary. Conducts systems checks to provide information to administration.</li> <li>• Receives and review critical/significant events and customer services complaints and assists in gathering the information needed to address or resolve.</li> <li>• Attend court hearings as requested by the court.</li> <li>• Approves Relative Placements in consultation with the Foster Care Administrator if needed.</li> <li>• Receive and review Aftercare Contact Agreements and Monthly Reports</li> <li>• Actively participates in supervisor conferences and case consultation informing supervisor of significant case development and problems.</li> <li>• Will manage all preliminary inquiries for children in Out of Home placement</li> <li>• Will be the liaison for consumer concerns</li> <li>• Review court journal entries and court reports</li> <li>• Forwards all Screened out Intakes to KVC to address with families</li> </ul>
2. 40%	E	<p><b><u>Communications/Customer Service/Teamwork</u></b></p> <ul style="list-style-type: none"> <li>• Facilitate the flow of information between the contractor and Department for Children and Families (DCF) program staff. Communicate with the contractor, the courts, community and direct service staff.</li> <li>• Ensure program integrity by beginning from the customer's perspective and identify and present alternatives to the customer. Develop alternative to meet customer needs by being open minded, using creative thinking and problem solving skills.</li> <li>• Help community partners to resolve conflict.</li> <li>• Assist the Foster Care Contract Administrator with bridging communication between DCF and the contractor regarding data and improvements needed around contractor performance. Provide consistent and ongoing communication between the contractor and case readers, about observations from trends, issues needing to be addressed, and contractor performance.</li> <li>• Completes other duties as assigned.</li> </ul>
3. 10%	E	<p><b><u>Agency/Public Responsiveness</u></b></p> <ul style="list-style-type: none"> <li>• Responds in a positive, professional manner to clients, community and other professionals. Seeks to resolve differences in a positive manner-and within DCF rules and regulations. Utilizes formal information training opportunities and professional readings to enhance knowledge and skills in family/assessment, social work</li> </ul>

intervention, leadership and teamwork. Completes all other duties as assigned.

- The liaison should attend related training, unit meetings, individual conferences, workgroups, and will need to complete any other duties assigned, in particular special projects. Provide support in absence of other team members.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 Plans, staffs, evaluates, and directs work of employees of a work unit.  
 Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.  
 Moderate loss of time, injury, damage or adverse impact on health and welfare of others.  
 Major program failure, major property loss, or serious injury or incapacitation.  
 Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to provide services to youth could negatively impact their ability to successfully transition to adulthood. Failure to keep statistics and provider documentation could adversely affect state and/or federal funding for IL services.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with children and families who are referred/reported to the agency for services as well as daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts are in person, by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Discomforts and hazards exist due to exposure to weather conditions. Contacts with dangerous and hostile clients pose threats to health and safety. Entering homes and other environments that may be dirty, cluttered, possibly infested with bugs and rodents and/or offensive odors. There are also hazards associated with having to ascend and descend stairs. The potential exists for normal travel hazards associated with automobile travel in the assigned Region or across the State.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Four-year degree in a Human Services or Behavioral Science field of study, or education determined relevant by the agency.

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Education or Training - special or professional

**Preferred** - One or more of the following:

Licensed Social Worker

Master's in Professional Counseling (Licensed Professional Counselor)

Master's in Marriage and Family Therapy (Licensed Marriage and Family Therapist)

Licensed Behavioral Sciences Regulatory Board (BSRB) professional as determined relevant by the agency.

A minimum of 2-years of work experience in Children and Family Services.

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Licenses, certificates and registrations

Valid Driver's License (must maintain valid driver's license throughout employment)

Licensed Professional (must maintain license throughout employment)

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Special knowledge, skills and abilities

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Experience - length in years and kind

Experience with child welfare, foster care, adoption or independent living services; knowledge of crisis intervention techniques.

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28. **SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date