

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: NEW POSITION EXISTING POSITION UNCLASSIFIED

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0232889	10. Budget Program Number		Position Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)			
3. Division Prevention and Protection Services			12. Proposed Class Title Team Facilitator			
4. Section	For Use By Personnel Office	13. Allocation				
5. Unit		14. Effective Date				
6. Location (address where employee works)		15. By	Approved			
City		County				
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: AM/PM To: AM/PM		17. Audit Date: By: Date: By:				

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)?

Name	Title	Position Number
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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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 works closely with Child Protection Supervisors and Child Protection Specialists when families are at risk of having a child removed from their home into foster care. Most tasks are performed independently or with minimal supervision.

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>
40%	E	<p>Facilitate family meetings for multiple counties within DCF region using the nationally recognized and promising practice model-Team Decision Making (TDM). Additional best practice approaches and agency tools may also be utilized. Family meetings may be requested by Child Protection Supervisors and/or Child Protection Specialists within DCF when there is a critical safety issue and imminent risk of placement of a child into foster care. Facilitation of the meeting using the TDM model will help parties develop the best/strongest safety plan for the child and family.</p>
40%	E	<p>Coordinate with the assigned Child Protection Specialists Supervisor and/or Child Protection Specialist to schedule and arrange the TDM meeting, facilitate the meeting within established timeframes and complete required paperwork and documentation as required through the TDM model and agency policy. Assist in obtaining releases of information as applicable per policy and coordinate participation of partner and or multi-disciplinary agencies as needed for meeting success.</p>
10%	E	
10%	E	<p>Gather designated key data indicators about the family for outcome tracking and assist with creating and maintaining TDM management information for reporting purposes.</p> <p>Serve on program, system improvement, or external community collaborative committees to represent the agency. Participate in continuous improvement regarding TDM practice.</p>

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.

Name	Title	Position Number
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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 healthy 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.

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

Frequent contact with children and families when there is a critical safety issue and imminent risk of placement of a child into foster care. Daily contact with agency employees, including administrative and supervisory staff, community agencies, multi-disciplinary agencies, government officials, community leaders, and the public. Contacts are in person, by telephone, or email to coordinate TDM meetings.

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

Contacts with potential dangerous and hostile clients pose threats to health and safety. The potential exists for normal travel hazards associated with automobile travel in the assigned Region.

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, and vehicle to travel for business is required.

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

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

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

Education or Training - special or professional

Successful applicant will be required to attend and successfully complete training(s) related to Team Decision Making (TDM).

Licenses, certificates and registrations

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

Special knowledge, skills and abilities

The person in this position will need to have knowledge of family centered practice and involvement with facilitated groups.

Experience - length in years and kind

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.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date