

**POSITION OBJECTIVE:** Supervise all staff and functions, as assigned, related to placement of children in licensed care. Identify and assess a child's needs and match them to the most appropriate placement where their needs would be met. This involves an in-depth knowledge of available resources as well as the child welfare system, and the aptitude to match a child's distinctive needs to the least restrictive placement available.

## **ESSENTIAL FUNCTIONS:**

- Provide daily supervision and leadership to staff in the Placement department. Management and oversight of staff workload, workflow, staff development, recognition, performance management.
- Oversee the placement of children in foster care settings, assuring that children are placed in the most appropriate and least restrictive setting available.
- Ensure that pertinent information regarding children and caregiver is received and properly documented, and kept current, in the designated form and database, including the Placement Information Form (PIF).
- Tracking and submission of placement waiver documentation to DCF, Licensing Supervisor and NWFHN Management.
- Provide assistance regarding difficult placement challenges and high risk youth to minimize placement disruptions.
- Provide on-call support daily or as coordinated with the Placement Supervisor, Placement Specialist and NWFHN Management.
- Assure timely placement entry into FSFN with the appropriate placement code and service type.
- Assure coordination of and proper identification of youth for Group Home Staffings and reviews of appropriate utilization of these placement settings.
- Up-date and track all youth in Group Homes. Submit timely Group Care Reports as needed to DCF and NWFHN Management.
- Monitor and evaluate placement performance goals.
- Track and report placement performance goals ensuring a high degree of accuracy, consistency and quality.
- Conduct or attend Staffings as needed, including Foster Home out briefs, Placement Stabilization, Placement Planning and Group Home Staffings and Planning Team Staffings (PTS) Track and review the Out of Home Care Spreadsheets and Projections, to include Specialized High End Placements.
- Maintain a good relationship with foster parents and providers. Provide oversight and support to the Foster Home Management Providers.
- Review and update Placement policies as needed.
- Conduct community outreach as needed.
- Participate in the Quality Assurance/Quality Improvement process.

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This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

# **QUALIFICATIONS:**

#### REQUIRED:

- Master's degree in a related field from an accredited university OR six (6) years of child welfare supervisory experience. A combination of education and experience may substitute on a year for year basis.
- Four (4) years of child welfare supervisory experience
- Must be able to work flexible hours, including evenings, weekends and holidays.

# PREFERRED:

- Previous experience in a social service organization.
- Experience with the following: children in substitute care, children's mental health and substance abuse services, Medicaid service, permanency planning for children and Safety Practice Model.
- Child Protection Professional Certification Prior certification and significant employment history in the child welfare field may substitute.
- Previous Dependency Case Management or Child Protection Investigation experience

## **SKILLS:**

- Knowledge of childhood development and related mental health processes.
- Knowledge of child abuse or neglect reporting procedures and methods.
- Knowledge of child and family histories, habits, tendencies, general behaviors, etc.
- Knowledge of agency's organizational structure, standard operating procedures, and policies.
- Ability to establish effective working relationships with clients, co-workers, supervisors, and other individuals in a diverse arena.
- Ability to communicate effectively and professionally, verbally and in writing.
- Computer skills to include basic knowledge of FSFN, Outlook, Excel, and Word
- Ability to understand, familiarize and apply guidelines and procedures.
- Ability to work independently and utilize critical thinking skills, as well as initiative to maximize ability in meeting deadlines.

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<u> </u>	f Children and Families rules and regulations regarding specific regulations around foster care and placement.
	this job description and hereby certify that I amo, with or without a reasonable accommodation.
Name (print)	Supervisor's Name (print)
Employee's Signature	Supervisor's Signature
	Supervisor s signature

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