

POSITION OBJECTIVE: Assist in the management, tracking and performance of functions that are critical to the success of the child welfare system.

ESSENTIAL FUNCTIONS:

- Monitor and facilitate CTS process
- Track and monitor submission of Judicial Reviews and other court related documents
- Process incoming and outgoing ICPC requests; maintain clear tracking documentation for all connected issues
- Lead icebreaker meetings and comfort calls for new placements
- Attend permanency staffings and/or Length of Stay staffings; participate in tracking and follow up
- Monitor weekly data, identify trends, and assist in developing and implementing process improvement strategies
- · Assist with initiatives developed to improve agency performance on key indicators
- Assist in scheduling of facility space
- Serve as backup for Operations team functions and meeting attendance
- Participate in the Quality Assurance/Quality Improvement Process
- Comply with all personnel policies & procedures

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree from an accredited university and 3 years of experience in a human services field
- 5 years of experience in the child welfare field may substitute

PREFERRED:

- Extensive knowledge of foster care, adoptions, family permanency and mental health services.
- · Prior experience with FSFN and related reporting
- Experience facilitating group conversations

SKILLS:

- Proficiency in Excel and data presentation
- Ability to evaluate and analyze data
- Ability to act with a high level of independent judgment with respect to matters of significance.

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- Ability to exercise discretion as needed.
- Ability to handle confidential information appropriately
- Strong verbal and written communication
- Ability to direct training activities and programs
- Ability to establish and maintain effective working relationships with a variety of other professionals
- Ability to travel and work flexible hours as required
- Ability to set appropriate limits and boundaries
- Knowledge of community resources

I have read and understand this job description and hereby certify that I at qualified to perform this job, with or without reasonable accommodation.	
Name (print)	Supervisor's Name (print)
Employee's Signature	Supervisor's Signature
Date	Date

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