CHILD WELFARE CASEWORKER MANAGER (Foster/Adoptive)

Bargaining Unit: Non-Bargaining

MONTGOMERY COUNTY
Revision Date: Mar 14, 2014

SALARY RANGE
$31.88 - $39.07 Hourly  
$2,550.40 - $3,125.60 Biweekly  
$5,525.87 - $6,772.13 Monthly  
$66,310.40 - $91,265.60 Annually

CLASS CONCEPT:
Reports to the Assistant Director, Children Services Division, Job and Family Services. Responsible for managing, maintaining and developing the agency’s Foster and Adoptive Resources Program including foster and adoption homefinding, foster home services, foster and adoption recruitment, foster parent training and placement coordination. This is a middle management position, which supervises line supervisors. Monitors and evaluates program compliance with professional, state and agency standards and mandates.

JOB DUTIES:
Ensures the availability and quality of adoptive resources for those children needing substitute care. Manages, monitors and evaluates the development of services to insure adequate level of resources. Assesses service needs and community’s resource potential. Plans, develops and implements recruitment programs; participates in management team approach to agency adoption program planning. Oversee and approve agency’s use of contract foster homes.

Supervises staff, conducts annual performance evaluations, recommends personnel actions to include hiring, promotions, and removals. May serve as liaison to various providers, interagency committees and adoption exchanges and networks. Consults with staff on complex case situations. Reviews adoption subsidy applications and makes recommendations. Collaborates with other program managers and Public Information Officer in planning recruitment campaigns. Develops and implements a post-adoptive service program that complies with state mandates. May collaborate in the process of grant writing, grant preparation; administers special funded programs as assigned.

Monitors and evaluates purchase care providers’ program and provision of service. Develops corrective action plans when needed with providers. Makes recommendations on continued use. Survey Agency workers annually for job satisfaction.

MINIMUM CLASS REQUIREMENTS:
Master’s degree in Social Work plus seven (7) years experience*, four (4) of which include supervision; two (2) of the years of supervisory experience must be post master’s degree. Must possess or be willing to obtain a license from the Ohio Counselors and Social Workers Board.

* Applicable experience in other social service settings or applicable supervision/management experience may be considered as equivalent experience. However, experience must include considerable child welfare casework or child welfare casework supervision.

MAJOR WORKER CHARACTERISTICS:
Skills in supervising and developing staff, knowledge of management function, planning, organizing, executing, controlling and evaluating. Knowledge of state laws and rules governing child welfare practice including substitute care/adoption rules and regulations; thorough knowledge of child placement issues; ability to develop and implement policies and procedures which reflect agency goals; skill in human relations, conflict management and public relations; ability to negotiate. Ability to establish positive working relationships with clients, collateral persons and other staff from diverse cultural backgrounds.