



FAMILY SERVICES SPECIALIST

SCOPE OF WORK:

Work involves providing case management, crisis intervention, assessment and case planning for children and families under the jurisdiction of a county social service board.

DUTIES PERFORMED AT ALL LEVELS:

- Recruit and license foster care and kinship homes.
- Arrange, facilitate, and monitor foster care and kinship placements.
- Assess need for individual and family referrals and coordinate with service providers.
- Compile and analyze information to assess the needs of individuals.
- Develop and maintain professional working relationships with the courts, social services agencies, human service centers, and other stakeholders within the community.
- Prepare documents and maintain files to complete required case documentation.
- Provide child protective services.
- Provide information and referral services.
- Testify in court advocating in the best interest of the youth and work with concerned parties during the hearing process.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

FAMILY SERVICES SPECIALIST I
GRADE J

4234

LEVEL DEFINITION:

Individuals in positions at this level recruit, train, and support foster care and kinship families with children placed in their homes.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct assessments of foster care and kinship applicants, and determine licensure approval consistent with state licensing standards.
- Conduct regular home visits for existing foster care and kinship homes in order to maintain quality, review compliance, and assess family and children needs.

- Assist case managers in the development and implementation of a support plan for each foster parent to address his or her needs and training needed, and help families enhance their skill in nurturing foster children.
- Visit foster care and kinship homes to interview, monitor and make observations.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, sociology, counseling, human development, education, human services, child development and family science, human resource management (human service track), or criminal justice. The appointing authority may identify specific certification/credential depending upon the position to be filled.

FAMILY SERVICES SPECIALIST II

4235

GRADE K

LEVEL DEFINITION:

Individuals in positions at this level assess and monitor interventions with children and families when allegations of child abuse or neglect have been received addressing changes needed to secure children's safety in their homes.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Receive and assess complaints alleging child abuse and neglect; assess the validity of allegations and the degree or danger to children; compile and present information on child maltreatment for assessment.
- Develop a comprehensive case plan engaging family members and others responsible for implementing and achieving goals identified in the plan.
- Monitor and evaluate the progress; update case goals and action steps.
- Monitor families' compliance with case plans and ongoing safety of children through regular family visits.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, sociology, counseling, human development, education, human services, child development and family science, human resource management (human service track), or criminal justice, and one year of professional work experience as a social worker, child protective service worker, or professional case manager; or a Master's degree in one of the areas above. The appointing authority may identify specific certification/credential and experience depending upon the position to be filled.

FAMILY SERVICES SPECIALIST III
GRADE L

4236

LEVEL DEFINITION:

Positions at this level manage a case load of more complex and sensitive cases by investigating alleged sexual, physical, or emotional child abuse or neglect that may require alternative care placement and reunification planning. May supervise Family Service Specialists and other case management workers.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Investigate alleged sexual, physical, or emotional child abuse or neglect; determine required actions to ensure the safety of children named in the allegation.
- Provide family assessments, follow-up services, case management plans.
- Accept on-call referrals and respond to emergency requests from law enforcement; provide crisis intervention and emergency services to children and family.
- Develop and implement case management plans with parents of children where abuse or neglect has been substantiated.
- Arrange alternative care placements for children who are removed from their home as a result of child abuse or neglect.
- Provide case management and educational services with focus on maintaining an intact family unit or its reunification.
- Provide permanency planning and case management for children needing guardianship or adoption.
- Coordinate services for children in temporary county custody or under the custody and control of the county.
- May assign, direct, train, and evaluate work of staff members.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, sociology, counseling, human development, education, human services, child development and family science, human resource management (human service track), or criminal justice, and two years of professional work experience as a social worker, child protective service worker, or professional case manager. A Master's degree in one of the areas above may substitute for one year of the work experience requirement. The appointing authority may identify specific certification/credential and experience depending upon the position to be filled.

Eff. Date: 12/18/2014

Rev: 12/18 – Revised minimum qualifications at all levels