

Title: Intake & Assessment Supervisor

Classification: Child Welfare Casework Supervisor 2 # 06017

Immediate Supervisor: Executive Director

Positions Supervised:

Intake & Assessment Caseworker

Intake Screener

Overtime: Exempt

Under general direction, the Casework Supervisor is responsible for supervision and monitoring of all social service activities in the program areas of Intake and Assessment.

SUPERVISION AND MONITORING OF CASEWORK ACTIVITIES**Intake and Assessment Unit:**

- * Plans and coordinates service delivery which reflects the standards of best practice, cultural competence, client advocacy and community needs.
- * Reviews all referrals of suspected child abuse, sexual abuse, neglect, dependency, & family in need of services and documents appropriate screening decision & pathway selection.
- * Determines appropriate priority & screens in reports to intake / assessment.
- * Provides regular consultation and supervision to caseworkers in making individual case decisions. Ensures appropriate determination of level of risk to children & need for protective services intervention.
- * Ensures completion of in-depth intake / assessment of abuse / neglect within state mandated timeframes of receipt by the agency to assess child safety & plan appropriate service intervention.
- * Ensures proper documentation of screener process & results of intake / assessment using safety & risk assessment.
- * Ensures appropriate & timely resource linkage and referrals of families to other community agencies. Serves as liaison community agencies to facilitate service linkage.

- * Monitors work flow and tracks intake referrals & reports; transfers moderate to high risk cases to the Ongoing Casework Supervisor for assignment to staff.
- * Ensures appropriate court petitions are filed when necessary and agency is represented at corresponding hearings.
- * Approves pursuit of temporary custody and placement of a child into foster care or kinship care when in need of substitute care.
- * Ensures appropriate referrals to agency Prosecutor / City Law Director for potential criminal charges and agency representation at corresponding hearings.
- * Ensures compliance with all Federal and State laws; ODJFS administrative rules and agency policies and procedures for intake and assessment functions and activities. Participates in all ODJFS compliance and review activities via monitoring process.
- * Holds regular planning and assessment conferences with each staff member supervised.
- * Evaluates the performance of all employees annually.
- * Holds daily briefings for case assignment of new reports.
- * Holds regular unit meetings to communicate program, policy, or procedural changes and to discuss pertinent issues.
- * Assesses staff training needs and participates in arranging appropriate training opportunities.

PROGRAM PLANNING AND IMPLEMENTATION

- * Provides staff development programming; needs assessment; coordinates implementation of staff development activities.
- * Develops policies and the formalization in policy manuals or handbooks.
- * Develops new in-agency program components.
- * Evaluates regular program activities for program revision.

IN-AGENCY MANAGEMENT

- * Participates in interviews with prospective employees; makes recommendations regarding hiring of applicants.

- * Evaluates program staffing needs and makes recommendations for addition or reduction of employees in applicable units.

- * Conducts staff meetings and training sessions.

Conducts field observations on casework staff.

Participates in administrative and/or court reviews or intra-agency staffing on cases carried by those units supervised.

COMMUNITY DEVELOPMENT AND COORDINATION OF SERVICES

Represents agency at speaking engagements and community education programs as requested.

- * Coordinates and conducts "Child Abuse/Neglect Identification" training for child care staff and other community people.

Serves as liaison with community social service agencies for inter-agency program agreements, contracts, compacts. (Domestic violence, sexual assault response team)

Participates in development of community programs.

- * Participates in agency back-up on-call rotation.

Performs other administrative and supervisory activities as delegated by the Agency Executive Director.

MISCELLANEOUS DUTIES

Attends meetings and serves on temporary committees, as requested.

Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.

*Attends staff meetings, unit meetings, unit briefings, regular supervisory conferences, agency committees and staff training.

Annually provides four hours of service to agency sponsored/supported events.

Performs additional duties and assignments, as required.

QUALIFICATIONS

Bachelor's degree in Social Work and/or a related field, master's preferred, and at least three (3) years direct CSB experience plus related administrative/ supervisory social service experience or an equivalent combination of education, training, and pertinent experience. Valid Ohio driver's license, state minimum vehicle insurance and acceptable driving record. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

*Demonstrates an ability to work within various computer software programs, such as Microsoft Windows, Access, Excel and PowerPoint and state-wide tracking information systems.

WORKING CONDITIONS

Position requires frequent travel within the agency. Ability to occasionally lift and/or transfer up to forty (40) pounds. May be required to work a flexible schedule, including evenings and weekends. May be exposed to dangerous or threatening working conditions requiring the ability to respond appropriately.

* *Denotes essential function of the job*

Effective Date:	Reviewed Date:	Revision Date:	Next Review:
7/93	8/99, 6/03, 06/05, 6/06, 06/08, 12/11	10/99, 3/04, 12/06, 12/11, 12/13, 07/14	07/16