



POSITION DESCRIPTION

Title: Child Welfare Specialist

Department:

Intact Family

Exemption Status:

Exempt

Reports To:

Intact Family Supervisor

Last Revised:

February 2020

Titles Reporting to Job:

None

Position Summary:

Under the direction of a Team Supervisor, and in accordance with the Illinois Department of Children and Family Services (IDCFS) Rules and Procedures, Part 302.388 Intact Family Services and Family First Prevention Services Act (H.R. 5456 (Family First)), this position is responsible for providing comprehensive case management services, via in-home intervention, to DCFS-involved families.

Access to an automobile is essential in order to conduct regular in-home services. The Child Welfare Specialist is required to travel extensively throughout Cook County.

Essential Duties and Responsibilities:


Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. Is actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines.
6. Accountable for daily activities within the allowable activities approved by the Agency.

Essential Duties:

Include the following, other duties as assigned:

1. Must demonstrate understanding of the Illinois Department of Children and Family Services (IDCFS) Rules and Procedures, Part 302.388 Intact Family Services and Family First Prevention Services Act (H.R. 5456 (Family First)).
2. Provides case management services to an average of 10-12 families, under the guidance of an assigned supervisor.
3. Within the first 5 working days completes a safety and family risk assessment on all assigned family cases.
4. Within the first 40 days completes an integrated assessment and a Child Adolescent Needs Assessment (CANS) on all assigned family cases, which informs and supports the development of a comprehensive, individualized family service plan.
5. Within 45 days develops a family service plan on all assigned cases, and in collaboration with the family members. Must ensure that service plans reflect specific issues/needs, all service planning activities/goals and clear timelines for achieving service goals.

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6. Conducts weekly or twice a month home visits to families, developing a positive relationship with family members and ensuring the well-being and safety of the children at all times.
7. In consultation with an assigned supervisor, refers participants, both children and caregivers to appropriate social service agencies and community organizations in order to adequately address participant's' service needs.
8. When necessary, transports or arranges transportation for participants in order to facilitate their participation in services, as outlined in family service plans.
9. Maintains regular contact with other community and service partners and provides advocacy when needed, to support participants' service goals.
10. When managing a mandated court-involved family case, must appear in court in order to testify in proceedings regarding the progress of the family. Must prepares progress reports, as required by the court, under the guidance of an assigned supervisor.
11. Actively participates in weekly supervision, staff meetings, mandatory DCFS training and additional professional development training as needed further enhance knowledge and skills.
12. Maintains accurate, comprehensive and updated case activity/entry notes in SACWIS, to reflect all direct and indirect services provided. All interventions and contacts with participants, collateral family members, significant others and/or other service providers/agencies must be documented.
13. Maintains participants' files in full accordance with IDCFS procedures 302.388 requirements.
14. Maintains monthly caseload statistics and other relevant data as required by agency and program policies.
15. Carries a cell phone 24 hours a day and is available to go on emergency visits during the weekends and evenings if necessary. Responds to all phone calls in a timely manner.
16. Performs other tasks, as assigned by the supervisor or program director.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Must possess a Bachelor's degree in Social Work (BSW) from an accredited college or university plus one year of subsequent social welfare experience or an equivalent Bachelor' degree in a human services field from an accredited school plus two years of subsequent social welfare experience (as defined by IDCFS Title 89: Social Services Chapter III, Subchapter e: Requirements for Licensure Part 401 Licensing Standards for Child Welfare Agencies, Appendix G: *Acceptable Human Services Degrees*).


Must successfully complete the IDCFS Foundation training and obtain required child welfare licensure.

Language Skills:

Must be bilingual (English & Spanish); Must be able to understand and proficiently read, write and speak in both languages. At times, exceptions may be granted, based on current programming and service delivery needs.

Computer Literacy & KSAs:

Computer literacy is required. Must be proficient in the use of Microsoft Office applications including Outlook, Word, Publisher and Excel, to enter and retrieve data as needed.

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Mathematical Skills:

College-level math skills are required. Must have the ability to accurately prepare and analyze data, including fiscal and statistical reports.

Operating Environment and Working Relationships:

Child Welfare Specialist will provide services predominantly in the homes of participants. In addition, the CWS interfaces on a regular basis with various public and private organizations, social service agencies, etc. Child Welfare Specialist will also testify in legal proceedings when needed and must be available to attend case staffing meetings throughout the metropolitan Chicago area.

Operating Environment and Working Relationships:

Ability to work independently and collaboratively, as indicated. The CWS provides services predominately in the homes of participants. Must develop and maintain positive and professional relationships with internal and external stakeholders. Must demonstrate tact, professional composure and diplomacy when interacting with others. Must work collaboratively with diverse populations. Must develop and maintain strategic relationships with community partners. Must create and maintain a congenial work environment within the IFS program.

Decision Making Authority:

Under the guidance of a Supervisor, the CWS must demonstrate the ability to work independently in executing tasks, utilizing good judgment and sound decision-making; must demonstrate discernment regarding issues or situations, which warrant attention. In the absence of an assigned supervisor, the Program Director shall be consulted.

People Management:

Child Welfare Specialists do not directly supervise others.

Other:

Must demonstrate excellent, effective relational and communication skills.
Professional image and presentation expected, at all times.
Must possess exceptional time management and organizational skills.
Must have access to a car, have a valid Illinois driver’s license and insurance.
Must be able to travel to other locations throughout the city or state as part of professional development trainings, conferences or other events.
A personal cellphone is required, and must be able to respond during working and non-working hours.
Casa Central has a Personal Cellphone Usage Policy that includes a reimbursement amount.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to stand, sit, talk and hear. The employee frequently is required to use hands. The employee may be required to climb stairs, as part of in-home visitation. Must be able to lift and carry 25lbs.

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate within the office setting. The noise level may vary from quiet to very loud, depending on participants' diverse home settings.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this position description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____