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CHILD PROTECTIVE SERVICE CASE COORDINATOR

Nature of Work

Under general supervision, performs paraprofessional work in the area of Child Protective Services which involves extensive client contact. Work requires analysis, interpretation and application of policies, procedures, laws, rules and regulations specific to child abuse and neglect cases. Work includes attending meetings, conducting safety checks, and making recommendations to the Child Protective Service Worker who is assigned the case. These positions have authority for ensuring payments are made for services and all documentation for reimbursement are complete and submitted timely. Work may require the use of a personal vehicle for extensive travel. Performs related work as required.

Examples of Work

Schedules and attends multi-disciplinary team meetings and reports on meeting to the Child Protective Service Worker who is assigned the case; coordinates paperwork for the meetings.

Conducts safety checks of the physical environment and the observable attitude to those in the home. Signs for treatment.

Coordinates and completes Interstate Compact paperwork.

Prepares packets for adoption.

Prepares and reviews home-study packets with families.

Assists families with new provider packets and paperwork.

Ensures services are rendered and payments are completed timely.

Coordinates court dates and gathers forensic interviews and medical information.

Ensures discovery is provided to all parties and that the chain of custody is preserved.

Coordinates with Administrative Services Organization (ASO) on paperwork.

Reviews the ASO goals and success every three months and provides that information to the Child Protective Service Worker who is assigned the case.

Ensures all documentation and research is provided to central office for reimbursement of costs.

May attend court and testify in child welfare cases.

Knowledge, Skills and Abilities

Knowledge of office management systems and procedures.

Knowledge of agency rules, regulations, policies and procedures.

Knowledge of court proceedings.

Knowledge of child welfare programs.

Ability to work effectively with courts, judges, attorneys, law enforcement and other professionals.

Ability to communicate effectively, both orally and in writing.

Ability to learn State and federal laws, rules and policies relating to child abuse and neglect.

Ability to communicate with individuals who have emotional or mental problems, substance abuse issues, and/or domestic violence situations.

Minimum Qualifications

Training: Successful completion of sixty (60) semester hours or the equivalent from a regionally accredited college or university.

Experience: One (1) year of full-time or equivalent part-time paid clerical experience.

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CHILD PROTECTIVE SERVICE CASE COORDINATOR (cont'd)

Minimum Qualifications (cont'd)

Substitution: Full-time or equivalent part-time paid experience as described above may substitute for the training at a rate of one (1) year of experience for every thirty (30) semester hours.

Special Requirement: A valid driver's license is required.

Established: 04/28/2018

Effective: 04/28/2018