



aJob Title:	Child Welfare Specialist	Date Approved by Board:	3/25/19
Department:	Child Welfare	Supervisory Responsibilities:	No
Position Status:	Full Time	FLSA Status:	Non-Exempt
Supervisor:	Child Welfare Supervisor		

Position Summary: Provide Child Welfare services to children and families in order to achieve family reunification or permanency as well as support the mission of FamilyCore.

Responsibilities:

- Provide in-person contact and support to parents, children, and foster parents.
- Coordinate parent and child visitation.
- Identify, locate, refer, and coordinate services to children and families.
- Create and facilitate service plans.
- Maintain program equipment and work area.
- Develop and maintain accurate and confidential documentation, reports, and client records in accordance with Department of Children and Family Services Rule and Procedure, contracts and applicable standards.
- Adhere to standards adopted through Council on Accreditation.
- Develop and maintain working relationships with all internal and external clients.
- Utilize the Statewide Automated Child Welfare Information System for documentation and tracking.
- Conduct and arrange Child and Family team meetings.
- Attend meeting and staffings as required.
- Prepare court reports and attends court as required.
- Adhere to Department of Children and Family Services Rules and Procedures per foster care contract.
- Ensure safety protocols and policies are practiced at all times.
- Assume responsibility for professional development and cultural competency.
- *Perform other duties as assigned.

Requirements:

Education and Experience:

- Bachelor's degree from an accredited university in social work required.
- 2 years' experience required.

Competency:

- Basic proficiency in MS Word, Outlook and Excel required. PowerPoint is preferred.
- Child Welfare Education for Leadership licensed or ability to obtain licensure.
- Excellent written and verbal communication skills. Basic academic skills required.
- Strong interpersonal, problem solving, and teamwork skills.
- Ability to set and maintain professional boundaries with clients.
- Ability to organize and maintain data and confidential information.
- Ability to establish and maintain a client focus.

As of 3/25/19

Requirements Continued:

Competency:

- Must possess valid Illinois Driver's License in good standing and proof of valid vehicle insurance.
- Must pass required background check.
- CPR and First Aid certification required.
- Must complete child passenger safety training.
- Safe, reliable personal vehicle, to be used for FamilyCore business, including transporting clients.
- Ability to be sensitive and understanding of cultural and lifestyle differences of all people regardless of race, religion, sexual orientation, age, or background.
- Utilize time tracking software and all other software required to fulfill duties.
- Successfully complete FamilCore training as required.

Physical:

- Frequent sitting, walking, standing, grasping, fingering, and lifting, pulling and pushing up to 45 lbs.
- Regular reaching. Occasional stooping, reaching overhead, and other physical activities related to an office environment.
- Operate general office equipment, including multi-line phone, fax machine, printer, copier, and personal computer, with or without dual screens.

Work Environment:

- Work occurs in and out of an office environment.
- Frequently exposed to loud noise and outdoor weather conditions.
- May be subject to distraction and interruptions.
- May be subject to difficult client interactions that involve behavioral and/or emotional challenges.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name Printed: _____ Date: _____

Employee Signature: _____

FamilyCore is an Equal Employment Opportunity Employer

**Clarification for 'Other duties as assigned': This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice*