

Job Class Code: 6049	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION

The purpose of the class is to perform clinical and administrative work for the Comprehensive Services Act (CSA) by coordinating and facilitating Family Assessment & Planning Team (FAPT) case management. The class is responsible for coordinating mandated and targeted services for at-risk youth and families and coordinating and monitoring activities of CSA to ensure compliance with applicable federal, state, and local guidelines. The class works within broad policy and organizational guidelines; independently plans and implements projects; and reports progress of major activities through periodic meetings.

TYPICAL TASKS

<ul style="list-style-type: none"> • Plans, schedules and coordinates meetings of FAPT’s, including review of Individual Family Service Plans (IFSP) for completeness, ensuring equitable distribution of FAPT workloads. • Develops IFSPs and ensures clients are receiving proper services to meet individual needs. • Gathers, maintains, analyzes and interprets CSA case data, and provides report to the CSA Administrator. • Proposes recommendations regarding program and service needs, CSA and FAPT operations, and State and local policies and procedures. • Ensures reviews are scheduled and files are maintained in accordance with State and local polices. • Interviews children and families to assess progress and completes clinical assessments using the Child and Adolescent Needs and Strengths (CANS) tool. • Conducts research, prepares reports, and provides general information regarding service provisions, funding sources, and referrals. • Provides training on new and revised CSA policies and procedures to FAPT members. • Answers phone calls and questions from agency staff and vendors regarding clients and their staffing dates and services. • Conducts and provides utilization reviews on cases receiving the most intensive/restrictive levels of care and other complex cases as assigned; provides utilization review of vendors and service providers as needed. • Performs other related duties as assigned.
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GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information, and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or descriptive statistics.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of legal or managerial methods in the solution of technical, administrative, or legal problems; coordinates sub-professional work; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of available resources to include educational, developmental, social, health and court services for youth and their families. Knowledge of programs and policies including federal, state, and local regulations related to human services. Knowledge of programs, social economic trends and behaviors that impact the delivery of human services. Knowledge of case management techniques, principles and practices to evaluate and coordinate the delivery of public assistance. Knowledge of principles and processes for providing customer service.
Skills	Evaluating the best method of research and exercising appropriate judgment in establishing priorities and resolving complex matters. Utilizes a personal computer with Microsoft Office software to effectively complete a variety of administrative tasks with reasonable speed and accuracy. Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
Abilities	Ability to plan and organize daily work routine. Ability to establish priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines. Ability to communicate complex ideas and proposals effectively. Ability to prepare reports, agendas, and policies. Ability to listen and understand information and ideas presented verbally and in writing.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in behavioral science, social work, sociology or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license that meets the City's Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.