

Job Class Code: 6331	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide a pool of foster parents and/or provide support and assistance to agency clients for the area of responsibility. The class is responsible for recruiting, applicant/client assessment, planning, counseling, education/training, monitoring, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Conducts interviews or investigations and makes client/family assessments; formulates and implements plan; screens interstate referrals; sends out and reviews home study information.
- Provides individual and group counseling for client and family.
- Prepares purchase orders for client services, and negotiates provider rates; confirms provider availability and service authorization; verifies client information; processes invoices for payment.
- Interacts/coordinates with other agencies, organizations, or family/community members to provide services for client and family/prior custodians; makes referrals for other social services.
- Conducts home visits to supervise, observe, and document family interactions, activities, and environment; establishes schedule with parents/prior custodians for child visitation.
- Provides direct services to clients/families including teaching basic living, parenting, budgeting, or employment skills, providing mediation counseling, and accompanying clients to appointments.
- Collects and compiles information/data, and prepares periodic and special reports; maintains files/records for area of responsibility; develops program forms.
- Provides emergency services/crisis intervention for clients/families; protects clients through court involvement; testifies at local, state, and judicial appeals; provides client placement as needed.
- Conducts pre-service foster parent orientations and classes to evaluate/screen applicants; recruits and conducts training classes and orientations for volunteers.
- Provides information to public on eligibility requirements and available services for assigned area.
- Performs routine office tasks such as dictating case notes, data entry, typing correspondence or forms, filing, faxing, telephoning, or photocopying.
- Conducts training classes for service providers; certifies and recertifies approved providers; attends professional workshops and seminars to improve professional skills.
- Rotates through various service provider roles in such areas as CPS, foster care, and adoption.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.

Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices and uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	<p>In order to be evaluated for vacancies in the Family Services Specialist job series, applicants shall possess the qualifications outlined in (1) OR (2) below:</p> <ol style="list-style-type: none"> 1) A minimum of a bachelor's degree in the human services field, including Social Work, Rehabilitation Counseling, Psychology, Clinical Psychology, Counseling Psychology, Counseling and Guidance, Counselor Education, Human Services, Sociology, Family and Child Development, Aging Studies, Gerontology, Criminal Justice with a minor in one of the above studies, or other related degrees determined by the Department of Human Resources based on the similarity of the curriculum and course content. 2) A minimum of a bachelor's degree in any field accompanied by a minimum of two years of appropriate and related, full-time equivalent experience in a human services related area. <p>To be considered for promotion, persons currently employed in the Family Services Specialist job series by a local department prior to January 1, 1999, who do not meet the qualifications outlined in either (1) or (2) above, must possess four years of appropriate and related experience in a human services area and must have successfully completed all available competency-based training related to the promotional area.</p>
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six months of appropriate and related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirement	Emergency Duty (On-Call) participation is required to comply with mandated responsibilities as listed under Section 63.2-1503,B; Section 63.2-900; and 63.2-1604-63.2-1610, Code of Virginia. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term departmental needs and/or City-wide emergencies.

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