



Assistant Manager - Placements

Social Services Division

ACCOUNTABILITIES:

To plan, direct, and supervise Adoption Supervisor, Recruitment Supervisor, Out of Home Care Supervisor, and Subsidy Coordinator. To monitor and evaluate the quality of identified placement services on a regular basis including network foster homes and residential care services. To supervise and to provide backup to the placement process as determined by the Placement Manager.

ESSENTIAL DUTIES:

Directs, plans, monitors and evaluates work of supervisors in the Placement Department's Adoption Unit, Recruitment Unit, and Out of Home Care Unit. Supervises the Subsidy Coordinator and oversees the Subsidy process. Oversees recruitment efforts within the department for foster care and adoptions.

Directs, oversees and assists with the supervision of all Placement Units as required. Identifies and recommends necessary programmatic changes to ensure the provision of quality services. Ensures that cultural differences are appropriately addressed in the placement process.

Conducts performance evaluations. Reviews position descriptions as recommended; makes recommendations for hiring and firing. Adjusts grievances. Recommends and takes disciplinary action.

Ensures that LCCS Placement Units and Out of Home Care programs meet all applicable rules and standards of care. Identifies and develops services to meet the needs of children entering care.

Coordinates, monitors and ensures the implementation of the ICPC (Interstate Compact) process and all components of the process.

Assist with the coordination of Foster Care services with other affected agency departments.

NON-ESSENTIAL DUTIES:

Performs other related duties as assigned.

SCOPE OF POSITION:

Reports to: Manager-Placement. Supervise: Adoption Supervisor; Recruitment Supervisor; Out of Home Care Supervisor and Subsidy Coordinator.

MINIMUM QUALIFICATIONS:

Requires Master's Degree in Human Services related field. MSW preferred. 3-5 years progressively responsible management experience in a child welfare related field required. Must possess the ability to utilize computer technology to access information and produce reports. Demonstrated ability to model effective interaction and communication skills in cross cultural situations required. Knowledge of budgeting and labor/management relations required. Personal cell phone required. Valid driver's license, reliable automobile, and insurance.