Case Review Facilitator

Social Services Division

ACCOUNTABILITIES

To facilitate Semi-annual Administrative Reviews of children, 90-day case reviews, and multi-disciplinary Family Case Conferences upon request or as otherwise mandated by the Ohio Administrative Code (OAC). To review the safety, risk, placement, services and permanency plan recommendations of the caseworker and supervisor and ensure that case plans reflect good casework practice, Agency values and policies of protecting children and promoting families. To ensure that all available information is obtained, and all available services are explored to prevent the removal of children and achieve timely permanency.

ESSENTIAL DUTIES

Facilitates multi-disciplinary Family Case Conferences using the Team Decision Making Model, upon request by the supervisor, or other Lucas County Children Services (LCCS) management staff. Drives to and from outside venues to conduct reviews/conferences as assigned. Facilitates agency semi-annual Administrative Reviews and 90-day Case Reviews of each child, including, but not limited to: Preparing for review/conference by examination of any available related documents for each case.

Facilitating each review/conference by ensuring team involvement in planning and problem resolution, encouraging participation by all members and guiding group towards consensus.

Ensuring participants' decision reflects consideration of strengths of the family, services provided to prevent placement, level of safety and risk to children, child vulnerability, protective capacities and the availability of appropriate community services and potential placement resources if needed; ensuring that appropriate case decisions are made in cross-cultural situations.

Completing reports and documents for each review/conference and, when appropriate, monitoring implementation and follow up.

Maintaining up-to-date knowledge of agency policies and procedures, mandates, and community resources. Providing information regarding agencies servicing multi-needs children.

Participates on both inter- and intra-agency committees to share information and develop policies/procedures to improve quality of service to families of Lucas County.

Provides regular feedback to Supervisor of Case Review and LCCS management staff, regarding staff participation in Family Case Conferences, semi-annual Administrative Reviews, and 90-day Case Reviews.

NON-ESSENTIAL DUTIES:

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

This position requires a bachelor's degree in Social Work or related field with five (5) years of casework experience as a Caseworker 3; OR a Master's degree in a Social Work or a related field preferred with three (3) years'

Caseworker 3 experience required. Excellent oral and written communication skills required. Valid driver's license, automobile insurance and reliable automobile required. Knowledge of the following required: Agency policies and procedures, casework processes, good practice standards, CFSR/CPOE, development and interpretation of CAPMIS, Alternative Response, performance indicators, outcome measures, community resources, home-based services, traditional and non-traditional services, Family engagement skills, Medicaid and mental health service delivery systems and juvenile related cases. Knowledge of the following helpful: Government Structure and/or Public/Human Relations. Must be available to work flexible hours to accommodate families. Demonstrated ability to model effective interactions and communication skills in cross-cultural situations required. Must possess the ability to utilize computer technology (including SACWIS) to access information and produce reports. Personal cell phone for work use required.