

DHHS COMMUNITY RESOURCE DEVELOPMENT SPECIALIST

DESCRIPTION: This class is responsible to make assessments and program decisions relative to Resource Development functions of classifying placement needs, contract provider utilization, development of family case plans done by Protection and Safety Workers, analysis of proved services, and research to identify and develop interventions, best practices, and new services..

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Administers placement classification tool(s) to determine level of out of home care or home placement with wrap around services based on needs and behaviors.

Consults with the Case Manager concerning the outcome of the assessment tool to plan/coordinate the necessary community resources for the identified level of care. Provides consultation and assistance with difficult to place children. Develops specific wrap around service plans with providers to support special needs of youth.

Based on placement classification tool outcome, coordinates with child welfare managed care staff to identify, obtain, and resolve issues relative to Mental Health Services.

Appear in court with Protection & Safety staff to present alternative placement and service plans to Judges and explain utilized classification tools.

Oversight of the OJS Evaluation Process to include referring for evaluation, monitoring evaluation, conducting risk assessment, submitting evaluation recommendations to the court, and opening case.

Conduct aggregate review of service outcomes to determine level of efficiency and gap existence. Based on this analysis and research about behavioral needs makes recommendations for interventions, best practices, and new services to be implemented. Maintains detailed child specific statistical information regarding the potential resource needs of state wards.

Participates in weekly utilization meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: federal and state laws, rules, regulations, policies, programs and services pertinent to Resource Development Protection & Safety, and Child Welfare, Medicaid/Managed Care System, and community contracts, resources, and services, placement evaluation tool manuals; group dynamics and interactions; NFOCUS and CWIS.

Ability to: plan, coordinate, monitor, and prioritize Resource Development assignments, to consult, plan, and interact with other agency staff and court staff, ability to develop effective placement/service plans for difficult cases, to analyze delivery of services and develop recommendation to resolve service inefficiencies and/or coverage gaps; administer placement screening tools.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the principles and practices of Resource Development and Protection & Safety systems and casework practices and principles, and Community Resources.

Ability to: establish and maintain positive relationships with agency staff and service providers, communicate effectively with variety of individuals, research and analyze information, prioritize work, work independently, motivate others, and ability to organize and maintain a case load; develop creative solutions regarding services needed to meet the needs of children and families.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is post high school coursework/training in a Human Service or related field and experience in social work or human service field working directly with children and families. Master's level coursework in the above areas is preferred. Class incumbents must be trained and certified in assessment tools as identified by Protection and Safety Administration.