

2019 BID SPECIFICATION

PROGRAM #: 508

STANDARD PROGRAM: Kinship Care Specialist

TARGET POP: Children/Youth

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YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

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UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday-Friday, 8:00 a.m.-5:00 p.m. with some evenings, weekends and on-call hours possible

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

## PROGRAM DESCRIPTION:

### **Kinship Care Specialist**

Vendor will provide contracted staff and payroll services for one (1) FTE employee to serve as a Kinship Care Specialist for the Youth and Family Division. This individual will be responsible for approval and review of kinship care homes according to State and Federal standards and HSD policies. This individual will work as a member of the Licensing and Recruitment Unit and will also learn state licensing procedures for foster and for child care certification. Activity may also require the individual to be available in the early evening to accommodate kinship parents' schedules.

### **Essential Functions:**

- Complete initial walkthroughs, home study assessments, background checks, and all other required paperwork necessary to facilitate a Kinship Care Program placement.
- Document all contact with clients and collaterals.
- Completes announced and unannounced home visits.
- Assists in ensuring the agency meets all federal, state and local kinship care rules and requirements.
- Advocates on behalf of the children in the Kinship Care Program.
- Work collaboratively with RCHSD Youth & Family Division staff.
- Performs all duties in accordance with personnel policies and the program's fiscal guidelines.
- Licensure of level 1 kinship care foster homes for children according to State and Federal standards and HSD policies.
- Re-evaluation of kinship care homes as required by federal, state and local kinship care rules.
- Maintenance of kinship care records.
- Participate in staff meetings, trainings, workshops and outreach events.
- Perform any other functions as needed by management and agency.
- Flexibility to work evenings & occasional weekends as needed.

### **Qualifications**

- Bachelor's degree in a Human Services field (child development, criminal justice, educational psychology, vocational rehabilitation, guidance and counseling, psychology, social welfare, social work, or sociology).
- Valid Wisconsin driver's license.

### **EVALUATION OUTCOMES:**

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.