

2019 PROGRAM SPECIFICATION
Professional Services Group

PROGRAM #: 514

STANDARD PROGRAM: Lead Foster Care Worker

TARGET POP: Children/Youth

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

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:

Vendor will provide one (1) contracted staff and payroll services for the following:

Foster Care/Kinship Care Lead Worker

REPORTS TO: Supervisor of the RCHSD I&A Unit, Direct Service Provider Unit, Child Care Administration/Kinship Care/Foster Care Unit; RCWDC Case Management Unit, Youth Services Unit

JOB SUMMARY:

This position oversees the completion of foster care and kinship care licensing and re-licensing application studies in accordance to federal, state, and local regulations. This position also assists RCHSD case management staff to locate appropriate foster care/kinship care placement resources, works closely with RCHSD to meet or exceed annual foster care/kinship care recruitment and retention goals, and provides ongoing support for Racine County foster care and kinship care providers.

ESSENTIAL FUNCTIONS:

- Recruit, license and certify foster homes.
- Coordinate placements for foster homes.
- Reviews and re-licenses foster homes.
- Conduct initial and ongoing licensing and certification studies.
- Assign cases to licensing employees.
- Review completed studies of licensing employees.
- Provide consultation to referring staff.
- Recommend policies and create appropriate procedures.
- As necessary, represent agency in court and fair hearings.
- Accurately update and maintain all relevant databases on a daily basis.
- Maintain a maximum of 25 cases.
- Work collaboratively with Access, Initial Assessment, Ongoing Units in the RCHSD Child Welfare Division, and with other members of the foster home licensing team.
- Responsible for accurate and timely documentation of case activities in accordance with agency and contractor policy and procedure.
- Other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Training

- Masters of Social Work Degree preferred or a Bachelor's Degree in a human service field and three years of experience.

Knowledge, Skills and Abilities

- Computer skills required, including knowledge of Excel, Access and the use of internet search sites.
- WiSACWIS experience preferred.
- Ability to exercise good judgment and discretion in establishing work schedule.
- Must be able to work cooperatively and collaboratively with the Racine County Human Services Department and other members of the foster home licensing team.
- Must establish and maintain productive and professional relationships with clients, colleagues and all other associated community agencies.
- Must maintain client confidentiality.
- Ability to prioritize and make appropriate decisions.
- Ability to work independently and effectively manage time.
- Must possess strong oral and written communication skills.
- Ability to provide culturally, ethnically and gender sensitive services.
- Ability to follow directions and implement recommendations.
- Possess creativity in identifying problems and solutions.

- Ability to self-motivate and remain on task.
- Knowledge and compliance with policies and procedures as detailed in the personnel policy and procedure manual.
- Ability to operate standard office equipment including telephone, fax, copy machine, shredder and computers with various software programs.
- Ability to operate a motor vehicle safely and obey all traffic laws. Must have reliable transportation on a daily basis, a valid driver's license and automobile insurance.

OTHER INFORMATION:

- Must work a set shift which will include a rotating after-hours on call schedule.
- Possible travel required.
- Ability to sit, stand and drive throughout the day.
- Ability to tolerate environmental conditions such as air conditioning, dust, or odors.
- Ability to lift and move objects weighing up to 50 pounds.
- Must possess visual acuity

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.