

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CHILD WELFARE ADMINISTRATIVE CASE REVIEWER

POSITION CODE: 07190
Effective: 9-16-90

DISTINGUISHING FEATURES OF WORK:

Under general direction, convenes and conducts case review conferences to facilitate the permanent planning of wards of the Department of Children and Family Services currently in placement; reviews progress of all cases towards the goal of permanent placement; advises caseworkers, casework supervisors and management staff of case planning problems; serves as a consultant regarding client services planning and service delivery planning including problem identification, assessment, development of intervention strategies and identification and use of resources; may supervise clerical staff engaged in the scheduling of cases for review and associated clerical work; staff in many instances are required to travel within one of more broad regional areas of the State to conduct case review conferences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Convenes, organizes and conducts all segments of the case review; advises participants of their rights and obligations in achieving the permanency plan; discusses conformity of case plans with statute, departmental rules and procedures, and good child welfare practice; makes recommendations for modification of case plan as appropriate.
2. Identifies high risk cases or cases in which case management practices are questionable or are not conducive to the goal of permanency; communicates issues to caseworkers, supervisor and/or regional management staff; calls for regional staffing on areas of disagreement.
3. Acts as consultant to regional, field office and private agency casework and supervisory staff regarding all aspects of client services planning including: problem identification, assessment, development of intervention strategies, identification and use of resources and staff development needs.
4. Prepares monthly reports to identify and analyze systematic barriers to permanency planning; formulates and recommends solutions to improve service delivery; recommends revisions to departmental policy and procedures regarding permanency planning.
5. Identifies unscheduled cases; determines reasons why cases are not scheduled; documents scheduling efforts; notifies administrative staff on unscheduled cases; ensures that accurate files and records are maintained.
6. May supervise clerical staff engaged in the scheduling of cases for review and related clerical work.

CHILD WELFARE ADMINISTRATIVE CASE REVIEWER (Continued)

7. Monitors and evaluates the service delivery system through meetings with all participants in the administrative case reviews; identifies complex and conflicting issues which impede case progress; provides information to site and regional administrators regarding needed modifications in the service delivery system through scheduled administrative meetings.
8. May assist with the development and training of department staff on client service planning.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to a master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare.

Knowledges, Skills and Abilities

Requires thorough knowledge of social work theory, principles, techniques, practices and their application under various and difficult conditions.

Requires thorough knowledge of state and federal laws and agency requirements pertaining to permanency planning.

Requires skill in negotiation and conflict management.

Requires ability to give effective consultation and instruction related to professional social casework.

Requires ability to establish and maintain working relationships with agency staff, private agencies and the public.

Requires ability to exercise ingenuity, discretion and sound judgment in the performance of complex, consultative and review functions.

Requires professional maturity, objectivity and sensitivity to the pressures of staff involved in working with persons having complex social, physical, mental and emotional problems.

Requires ability to maintain the integrity of the law, rules and procedures which support child welfare services and practice, and to maintain the principles of client service planning to promote permanency for children.

In addition to having written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

Requires ability in an administrative case review to manage a group of diverse people in such a manner that differences are minimized, conflicts are mediated, and cooperation is enhanced and so that the produce of the group will be a rational, workable plan to direct activities toward achievement of permanent case solution.

Requires skill, sound judgement and professional presence to secure cooperation of multiple levels of department and private agency staff and other professionals in achieving objectives of the administrative case review program.

Requires ability to analyze social service systems, identify problems or dysfunctions and prepare recommendations for solution.