

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CHILD WELFARE COURT FACILITATOR

POSITION CODE: 07196  
Effective: 3-1-99

DISTINGUISHING FEATURES OF WORK:

Under the direction of the Site Administrator, serves as the agency's court facilitator within an assigned geographic region, providing consultation, intervention and guidance to Child Welfare Specialists/Investigators participating in court juvenile proceedings; appears at court on an as-needed basis to ensure that Children and Family Services and private agency staff are timely, on schedule and prepared with the information needed pertaining to the cases scheduled for hearings; provides direct intervention to redirect or enhance testimony provided by caseworkers; assures staff coverage, monitors and reports case progress, and if necessary, refers caseworkers/specialists to the site administrator for remedial actions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serving as court facilitator for an assigned geographic region, provides consultation, intervention and guidance to Child Welfare Specialists/Caseworkers/Investigators participating in juvenile court proceedings; assures caseworkers/staff meet scheduled appearances and that they are prepared to testify, with the necessary information for the case(s) to be heard.
2. Assists caseworkers/staff in the development of a proper professional courtroom demeanor; guides staff in efforts to improve the quality of the work product submitted to the court, assuring activities are properly documented for court submission, utilizing knowledges of social work practices, department rules/procedures and the court's requirements.
3. Acts as liaison between caseworkers, private service providers, investigators including the Judge, Guardians Ad Litem, Public Defender, State's Attorney, and others in a defined geographic area and the Office of Legal Services, regarding the scheduling and timing of cases and other legal issues needing attention.
4. Provides intervention in case preparation to redirect, enhance, correct or defuse cases; supplies additional information to the cases as necessary, in order to properly and accurately present testimony.
5. Prepares monthly statistical reports on compliance with department rules and procedures; as necessary, gathers additional information and prepares special reports for regional supervisory and administrative staff on other aspects of compliance, including caseworker attendance and follow-up on tasks/objectives documented in client service plans.
6. Assures staff coverage, monitors and reports on progress, case dispositions and, if necessary, refers specialists or other staff to the site administrator for remedial action.

## CHILD WELFARE COURT FACILITATOR (Continued)

7. Cooperates with local State's Attorney's office in the preparation and presentation of cases involving juveniles which are, or who may become, wards of the department; reviews cases scheduled for termination and supporting documentation; reviews pending petitions for quality and completeness prior to their presentation to the State's Attorney. Participates on the legal screening committee for the purpose of determining case eligibility for termination of parental rights.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires a master's degree in social work from a recognized college or university, supplemented by two years professional experience in social welfare services; or a master's degree from a recognized college or university in a field preferably related to social work supplemented by three years professional experience in social welfare services; or a bachelor's degree in social work from a college with a program approved by the Council on Social Work Education supplemented by four years professional experience in social welfare services; or a bachelor's degree from a recognized college or university in a field preferably related to social work supplemented by five years professional experience in social welfare services; or a bachelor's degree from a recognized college or university in a field preferably related to police science, law enforcement, or criminal law supplemented by five years professional experience in law enforcement. The stated educational attainment levels are minimums; experience in the field cannot be substituted for formal education.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of the principles and practices of public administration and organization.

Requires extensive knowledge of the methods, procedures, principles and techniques of the social services field and structure of public and private welfare agencies.

Requires extensive knowledge of applicable administrative policies and procedures and federal/state laws affecting the social welfare of children.

Requires extensive knowledge of juvenile court procedures and hearings.

Requires ability to provide direction and leadership in the coordination, integration, administration and implementation of policies and procedures, child welfare or protective service programs, and other services.

Requires ability to establish and maintain effective working relationships with personnel of other agencies, local officials, judges, attorneys, court personnel and the public at large, effectively interpreting and explaining child welfare/protective services and programs.

Requires the ability to satisfactorily pass a background check as a condition for employment.

Requires the ability to successfully complete an agency-sponsored training program.

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