

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COUNTIES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Children's Services Administration & Field Operations
4. Civil Service Position Code Description Services Specialist Asst-E	10. Division
5. Working Title (What the agency calls the position) Services Specialist Assistant - E	11. Section
6. Name and Position Code Description of Direct Supervisor BISHOP, AMANDA R; SERVICES PROGRAM MGR-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor POWELL-STOCKLEY, CARRIE A; SERVICES PROGRAM MGR-4	13. Work Location (City and Address)/Hours of Work / M-F 8-5
14. General Summary of Function/Purpose of Position This position performs a variety of activities to support the implementation of case plan implementation and permanency planning for socially and economically disadvantaged individuals who receive services in the areas of child welfare including child protective services, prevention, foster care, licensing, and adoption.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 80

Provide assistance to the Services Specialist in case development, implementation and permanency efforts.

Individual tasks related to the duty:

- Accompany Services Specialist on visits with youth and family members.
- Transport family members to facilitate family involvement.
- Report observations made during visits and propose recommendations as needed to the Services Specialist.
- Participate in Team Decision Meetings.
- Compile required documentation of case management as directed by the Services Specialist.
- Collaborate with the Services Specialist and others as required.
- Consult with assigned staff and additional service providers.
- Maintain communication with the Services Specialist.
- Gather resource and documentation information for adoptive/recruitment purposes.
- Participate in pre-placement conferences with the Services Specialist.
- Assist the Services Specialist in interviewing and engaging with relatives and prospective adoptive parents.
- Assist the Services Specialist in obtaining needed verifications.
- Assist the Services Specialist in the home study.
- Locate and make initial contact with relatives and potential adoptive parents.
- Gather and share information about relatives and adoptive families.
- Conduct internet searches to locate relatives and permanent family connections.
- Supervise parent-youth, sibling, relative and/or potential adoptive relative's visitations.

Duty 2

General Summary:

Percentage: 20

Other duties as assigned.

Individual tasks related to the duty:

- Observe interactions, intercede when required, and report any incidents/observations to the Services Specialist.
- Contact service providers to identify additional needs that families and youth may require as recommended by the Services Specialist.
- Coordinate and initiate meetings with service providers as needed.
- Assist in the evaluation of relative and potential adoptive parents' homes.
- Assist youth in obtaining required personal documentation (such as birth certificate).
- Assist families, youth and/or potential adoptive parents in completing applications and other required documents.
- Follow-up to pre- and post-adoptions to gather information.
- Assist transitioning youth in finding apartments, job searches, obtaining school records, and other pertinent information.
- Perform related work as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Coordinate and schedule visitation with youth and family. Evaluate first visit and discuss barriers or concerns with Services Specialist.

17. Describe the types of decisions that require the supervisor's review.

Any alteration in visitation policy and procedures. Issues that require coordination across work units.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Services are provided in either the office or the client's home.
Some assignments require considerable travel.
Some jobs require an employee to work in adversarial situations.
Some jobs require an employee to work in a hostile environment.
Standard use of computer.
Flexible work hours may be required to meet operational needs (i.e. supervising visits in the evening).
Some positions require the ability to lift 25 lbs. to complete the duties of the position. This can include children and/or equipment.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N Complete and sign service ratings.
N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

New position.

23. What are the essential functions of this position?

This position performs a variety of activities to support the implementation of case plan implementation and permanency planning for clients who receive services in the areas of child protective services, prevention, foster care, licensing, and adoption.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

Achieving timeliness in permanence is a priority mission for the agency and critical for the well-being and safety of children. This position performs a variety of activities with SS to support the implementation of permanency planning for children and families.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Completion of two years of college (60 semester or 90 term credits) with a minimum of 15 semester (23 term) credits in one or a combination of the following human services areas: social work, sociology, psychology, forensic psychology, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, a human services-related counseling major, or interdisciplinary studies in social science.

EXPERIENCE:

Services Specialist Assistant 8

No specific type or amount is required.

Services Specialist Assistant 9

One year of experience equivalent to a Services Specialist Assistant 8.

Services Specialist Assistant E10

Two years of experience equivalent to a Services Specialist Assistant 8 or one year equivalent to a Services Specialist Assistant 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license to drive state and personal vehicle.
Candidates are subject to a MDHHS background check

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

ANDREW MANNING

12/9/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date