

CS-214
REV7/2004

1. Position Code

State of Michigan
Department of Civil Service
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909

Federal *privacy* laws and/or *state*
 confidentiality requirements protect
 a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE TIDS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Department Of Human Services
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Children's Services Administration & Field Operations
4. Civil Service Classification of Position Services Specialist Assistant- E	10. Division Urban Counties, Local Offices, District Offices
5. Working Title of Position (What the agency titles the position)	11. Section
6. Name and Classification of Direct Supervisor Services Program Manager 14	12. Unit
7. Name and Classification of Next Higher Level Supervisor SPM 15 or SSDA 17	13. Work Location (City and Address)/Hours of Work Various Locations

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.

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

General Summary of Duty 1 % of Time **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 of **Duty 2** % of Time **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 you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

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 your supervisor's review.

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

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

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 classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

CLASS TITLE

NAME

CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign Work

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

TO BE COMPLETED BY DIRECT SUPERVISOR

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

New Position

23. What are the essential duties 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 (23term) 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 ELO: 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.

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 of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

21. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY-

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date