

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

Position Code 1. DEPTALTAJ16Y

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-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst-A	10. Division
5. Working Title (What the agency calls the position) Regional Placement & Support Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor JONES, FUESCHIE; DEPARTMENTAL MANAGER-3	12. Unit Regional Placement and Support
7. Name and Position Code Description of Second Level Supervisor JOHNSON, ALISIA D; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Oakland, Macomb, Genesee and Wayne County / Monday-Friday 8:00am-5:00pm

14. General Summary of Function/Purpose of Position

This position is the recognized resource for the recruitment, support, and development of foster homes in BSC5 in Genesee County. This position is responsible for the development, oversight, and monitoring of the counties' Adoptive and Foster Parent Recruitment and Retention (AFPRR) plans, compiling and analyzing county data on foster parent recruitment and retention efforts, outcomes, and trends, collaborating with MDHHS county offices, private agencies and the Regional Resource Team within Genesee County to enhance recruitment, support and development of foster parents, development of Transitional Placement Program (TPP) homes, developing, implementing and locating training resources for foster parents and relative caregivers and processing requests for Family Incentive Grant funds for Genesee County. This position focuses on meeting the recruitment and retention goals of having an adequate number and sufficient array of foster homes to meet the foster care population in Genesee County.

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: 70

Foster home recruitment, support, and development for Genesee County. This position is responsible for the development, oversight, and monitoring of the counties' Adoptive and Foster Parent Recruitment and Retention (AFPRR) plans, compiling and analyzing county data on foster parent recruitment and retention efforts, outcomes, and trends, collaborating with Wayne County MDHHS offices and private agencies, the local Regional Resource Teams, MDHHS' Community and Faith - Based Initiative on Foster Care and community partners to enhance recruitment, support and development of foster parents, development of Transitional Placement Program (TPP) homes, developing, implementing and locating training resources for foster parents and relative caregivers and processing requests for Family Incentive Grant funds

Individual tasks related to the duty:

- Evaluate the need for foster homes in the county through data collection, surveys, collaboration with public and private entities, and research.
- Develop and monitor the Adoptive and Foster Parent Recruitment and Retention Plan (AFPRR) for the county.
- Assist in the implementation of AFPRR activities for the county.
- Analyze, compile, and disseminate county data on recruitment and retention of foster homes on a monthly, quarterly, and annual basis.
- Data collection and statistical analysis on foster parent recruitment, support, development, and retention.
- Developing reports on foster parent recruitment and retention efforts, outcomes, and trends,
- Prepare and develop reports on county recruitment, support, and development, and training efforts for foster families.
- Review existing operations to determine the need for changes to enhance data collection for tracking purposes.
- Develop database systems and track, log and produce reports for county use on recruitment/retention efforts and efforts that are community based to meet the needs of children in foster care and their families.
- Recommend and develop tools and initiatives to meet county recruitment, training, and retention needs, i.e., handbooks, videos, media, etc.
- Collaborate with internal and external groups on foster home recruitment, support, and development i.e., Central Office Recruitment and Retention Unit, Division of Child Welfare Licensing, Foster Parent Groups, Kinship and Foster Parent Coalitions, potential and current foster parents, relative caregivers, and foster care and licensing workers and supervisors.
- Collaborate with public and private agencies to effectively recruit and retain families that will meet the needs of the children in the county.
- Collaborate with local MDHHS county and private agency leadership to develop programs and activities designed to enhance recruitment and retention of foster parents.
- Involve stakeholders (staff, parents, resource families, judges, attorneys, service providers, community partners, support groups) in implementing and sustaining recruitment, support, and development programs in the county.
- Provide regular updates in writing and at meetings and seek feedback from the local county.
- Schedule and lead at least monthly meetings with the local MDHHS office, private agencies and other stakeholders on recruitment, retention and development updates and progress towards meeting AFPRR goals.
- Develop local procedures and guides related to foster home licensing, recruitment, and development.
- Develop and implement programs and activities for foster parent recruitment, licensure, support, and development.
- Develop, implement and/or participate at local recruitment events.
- Research effective activities/events/programs to recruit foster families.
- Develop strategies to increase foster home recruitment and retention
- Conduct and/or participate on workgroups to address foster parent recruitment, training, and support.
- Interact with Foster Parent Support Groups and partners on county events.
- Develop, coordinate and/or assist with initiatives and events to recruit and retain foster parents.
- Collaborate with Central Office Recruitment and Retention Unit and the Office of Communications on marketing/media plans specific to recruitment of foster homes to meet the needs of youth in the county.
- Serve as a member of recruitment and retention committees and workgroups
- Collaborate with the local Regional Resource Team at least monthly on recruitment activities, training opportunities, and the development of foster homes that meet the needs of the county.
- Asses the need for and facilitate the development of Temporary Placement Program (TPP) homes for the county.
- Collaborate with the county office in determining, recruiting, and developing the type and number of Transitional Placement Program (TPP) beds to meet the needs of youth in the county.
- Collaborate with the county office in determining, recruiting, and developing the type and number of Community Reintegration (CR) beds to meet the needs of youth in the county.
- Collaborate with central office and the county office to determine any training or additional supports for TPP and CR homes.
- Partner with community and faith-based entities and MDHHS' Community & Faith Based Initiative on Foster Care to increase awareness of the need for foster care families.
- Collaborate with the local Regional Resource Team and MDHSS' Community & Faith-Based Initiative on Foster Care on recruitment, support, and training opportunities
- Develop and recommend strategies to increase community awareness of the need for foster families to meet the needs of youth in the county i.e., siblings, older youth, etc.
- Develop strategies to recruit and retain foster families specific to the needs of youth in the county.
- Conduct informational meetings with community partners on the needs of youth in care in the county.

- Identify and implement training to meet the needs of foster families and relative caregivers including developing training materials, locating training resources, and coordinating and implementing training.
- Develop, implement, and locate training resources for foster parents and relative caregivers i.e., what to expect, relative specific training, how to advocate at hospital, medical offices, schools, etc.
- Participate in Quality Improvement Council (QIC) meetings, as needed.
- Collect and analyze data on the number of homes that closed, reasons for closures, number of prospective homes that closed during the licensing process and reasons.
- Collect information from foster parents who are considering or who have closed their license via surveys, interviews, etc.
- Collect information from prospective foster families who are considering or who dropped out of the licensing process via surveys, interviews, etc.
- Brainstorm solutions to either continue licensure or continue pursuing licensure with foster parents, prospective foster families, local county office and/or private agencies.
- Develop solution-focused activities to address prospective foster families withdrawing from the licensing process and foster families closing their license.

Duty 2

General Summary:

Percentage: 20

Family Incentive Grant (FIG) requests to support initial licensure of a foster home, license renewal for an existing foster family home, or to address safety concerns with unlicensed relative placements.

Individual tasks related to the duty:

- Review Family Incentive Grant (FIG) requests from the county.
- Address any FIG request issues with the county.
- Provide technical assistance to MDHHS and PAFC staff in the county related to the utilization of FIG funds.
- Approve/deny Family Incentive Grant requests for the county.
- Enter FIG requests, approvals, denials in the statewide database.
- Review and provide an initial approval of payments requested following a FIG request approval.
- Collaborate with the Central Office Recruitment and Retention Unit on FIG requests.

Duty 3

General Summary:

Percentage: 10

Other miscellaneous duties

Individual tasks related to the duty:

- Develop and implement local policies, programs and procedures related to foster parent recruitment, support, and development in accordance with the Department mission.
- Represent MDHHS with external partners including, community partners, state departments and private agencies.
- Participate with administration in the planning of efficient and effective operations.
- Participate in the development of local programs and processes for improvement of customer service.
- Perform other duties, as assigned by administration.

Participate on the BSC5 regional recruitment, support and development team and assist other team members.

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

This position requires the ability to work independently and to prioritize and manage multiple critical tasks.

Scheduling of all related foster parent recruitment, support, and development activities.

Respond to local office and private agency staff inquiries

Develop and conduct workgroups and group meetings

Coordinate informational meetings and trainings

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

Decisions that impact other work units or departments

Decisions authorizing unusual services or involving large expenditures.

Supervisor is consulted on politically sensitive issues or if clarity is required on policy and procedures.

Supervisor reviews database systems, data reports and public reports before they are finalized.

Supervisor reviews any administrative memos and letters; unusual or non-routine FIG requests; surveys; attendance at meetings outside MDHHS, recruitment materials, and FIG payment requests.

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.

Considerable sitting to develop and review documents, attend workgroup and committee meetings, and working on the computer for extended periods of time. Moderate travel throughout the state for meetings.

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):

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| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Yes

23. What are the essential functions of this position?

This position is the recognized resource for the recruitment, support, and development of foster homes in BSC5 specifically in Genesee County. This position is responsible for the development, oversight, and monitoring of the counties' Adoptive and Foster Parent Recruitment and Retention (AFPRR) plans, compiling and analyzing county data on foster parent recruitment and retention efforts, outcomes, and trends, collaborating with MDHHS county offices, private agencies and the local Regional Resource Team to enhance recruitment, support and development of foster parents, development of Transitional Placement Program (TPP) homes, developing strategies to increase foster home recruitment and retention, developing, implementing and locating training resources for foster parents and relative caregivers and processing requests for Family Incentive Grant funds for the county. Evaluation, oversight, tracking, monitoring, supporting, and assisting with foster parent recruitment, support, and development matters for the local MDHHS director, managers, and specialists, as well as, community stakeholders, and private agencies in the county.

This position focuses on meeting the recruitment and retention goals of having an adequate number and sufficient array of foster homes to meet the foster care population in Genesee County.

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?

This position is part of Business Service Center (BSC) Five within MDHHS' Children's Services Administration. This position is critical to the successful collaboration with select BSC 5 MDHHS local offices and private partners to ensure that the State of Michigan has an adequate array and sufficient number of foster homes to allow for optimal placement and permanency options for children in foster care and to meet the needs of children in foster care and their families.

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

EDUCATION:

Possession of a bachelor's degree in any major.

Bachelor's degree in social work, social science, psychology, child welfare, public administration, or other related field is preferred.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Two or more years' experience in the child welfare services system preferred. Experience with foster home licensing & recruitment, data collection and analysis are preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong verbal and written communication skills, training ability, organizational and analytic ability, skills in collecting, analyzing, and disseminating data, public speaking ability, knowledge of agency mission, goals and programs, knowledge of the licensing process, legal requirements, and independent judgment ability. Experience and knowledge of Children's Services' programs, licensing programs, effective recruitment techniques, data analysis and building community partnerships. Ability to work independently and as part of a team. Ability to set priorities and manage multiple critical tasks. Ability to work collaboratively and diplomatically with staff at all levels of the agency and with internal and external partners.

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:

NA

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.

NA

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

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