

**Jefferson County  
Position Description**

**Name:**

**Department:** Human Services

**Division:** Child and Family

**Position Title:** Foster Care Coordinator

**Pay Grade:** 7

**FLSA:** Non-Exempt

**Date:** December 2022

**Reports To:**

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**Purpose of Position**

The purpose of positions in this classification is to provide diagnosis, assessment, case planning, treatment, protection, and case management services to assigned Personal Assistance Unit child and/or adult clients including, but not limited to, persons with developmental disabilities, mentally ill, chronically mentally ill, alcohol and other drug abusers, delinquents and status offenders, physically disabled, children in need of protection or services, battered women, men, and the elderly.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Coordinates out-of-home placements and respites (Foster Homes, Treatment Foster Homes, Group Homes, and Residential Treatment Centers). Locates emergency/respite care homes.
- Licenses and renews licenses for foster care providers. Inspects foster care homes.
- Supervises and trains foster care providers including on-going in-service training. Develops training materials. Conducts new foster parent orientation.
- Performs support tasks for foster care providers. Counsels providers regarding problems. Mediates and assists providers to implement solutions.
- Plans and conducts foster parent group and individual meetings.
- Coordinates and conducts administrative reviews of providers' performance.
- Determines providers' reimbursement rate and reviews rate at scheduled intervals.
- Completes or writes a variety of documents such as HSRS, rate sheets and forms, contracts, review summaries, permanency plans, agreements, monthly foster care summary, contact records, respite plans, training materials, news releases, and newsletter copy.
- Recruits new foster parents by word of mouth, through civic and other groups and agencies, and by referral.
- Provides information to the community regarding foster care programs.
- Maintains knowledge of current foster care program requirements, rules, and regulations. Attends ongoing training.
- Performs intake tasks on a backup or as needed basis. Intervenes in crisis situations such as physical/sexual abuse or attempted/threatened suicide. Compiles intake information and performs follow-up investigation when requested.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Coordinates and facilitates Foster parent support group.
- Copies and mails newsletter.
- Enters foster care data to computer data base.
- Duplicates and distributes foster care placement memos. Prepares statistical reports from data.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree from a college or university; or equivalent combination of education and experience. Degree in Social Work or related field required.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Five years related experience and/or training; or a bachelor's degree from a college or university plus two years of experience; or equivalent combination of education and experience.

### **Other Requirements – Certificates/Licensures**

Division required training.

Advanced training and/or experience with psychiatrist diagnostic categories; models of family therapy intervention; and/or abuse neglect investigation required.

Valid driver's license.

### **Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to counsel, treat and mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as client records, medical reports, psychological reports and assessments, licensing studies, HSRS, referral forms, contact records, newsletters, newspaper copy, intake records, foster care licensing regulations, Foster Providers handbook, rate guide, State directives and memos, non-routine correspondence, Wisconsin Family Law Statutes and Administrative Codes, Physician's Desk Reference, dictionary and foster care providers applications, medical records, references, proof of insurance and criminal checks.
- Ability to communicate verbally and in writing with clients, foster care providers, private foster care agency personnel, other foster care coordinators, Department personnel, and community social service agency personnel.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

### **Supervision**

None.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date