

CLASS TITLE: PROJECT COORDINATOR (FAMILY PRESERVATION)

Class Code: 02824700

Pay Grade: 33A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Children, Youth and Families to be responsible for coordinating the activities for the Family Preservation Grant; and to do related work as required.

SUPERVISION RECEIVED: Works under the Chief of Children's Mental Health and Education; work is reviewed through conferences and meetings and submittal of project reports.

SUPERVISION EXERCISED: Coordinates and reviews work of the Family Preservation program professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children, Youth and Families, to be responsible for coordinating the activities for the Family Preservation Grant.

To coordinate the development of a statewide Family Preservation Program which interfaces with the family service units of the Department of Children, Youth and families.

To establish linkages between DCYF and community-based programs which foster innovations that reduce out of home placements.

To establish a minority task force on family preservation.

To develop a needs assessment which identifies the existing array of family support, family preservation and other related services currently being provided and gaps and deficiencies in services.

To develop a uniform case review process consistent with the requirement of the Family Preservation Grant, state law and departmental policy that documents the frequency, intensity, duration and results of service delivery.

To coordinate data collection activities and make recommendations related to family preservation to the Chief of Mental Health and Education.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of child welfare services specifically in the area of family preservation, and the ability to apply such knowledge in the planning and implementation of the Federal Family Preservation Grant; the ability to collaborate with public officials, department employees, community providers, parents and children; the ability to apply theoretical principles in the development of a network of family preservation programs; the ability to develop a data collection system and to analyze data for the purpose of making recommendations of the department; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work or a closely related human service field; and

Experience: Such as may have been gained through: considerable employment in a responsible position involving planning, collaborating with other agencies and considerable experience in child welfare.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 28, 1994

Editorial Review: 3/15/03