

**JOB DESCRIPTION**  
**JOB TITLE: Courtesy Supervision Specialist**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

Promotes the achievement of permanency for children in the Managing Conservatorship of DFPS by providing local supervision and services for children and families from other areas of the state into Region 3 as well as children placed into Texas through ICPC. This position also serves as Psychiatric Hospital liaison as well as liaison to children placed with TDJJ.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Meets clients needs through visits in their homes or licensed care while ensuring that appropriate referrals for services, testing, evaluations, records, or further assessments are made. Ensures all services, testing, evaluations, records, or further assessments are made. Ensure all services provided are focused on child safety while also achieving positive permanency.

Works collaboratively with children, families, and various agencies to assist, document, and record positive outcomes for children's permanency.

Works with parents, children, and caregivers to assess risk and safety issues, identify behavior changes necessary to achieve child safety, and refers parents and caregivers to appropriate services to address safety and permanency. Discusses progress towards case planning with parents, children, caregivers, stakeholders, and agencies.

Attends and participates in meetings to assist primary workers with case planning. Participates in meetings and conferences at times and places convenient for clients, stakeholders, and agencies.

Assists in facilitating transportation of clients subsequent placements throughout the state as needed. Assists in transporting and facilitating the supervised visitation of children with family members.

Ensure the child's needs are being met appropriately by the placement and caregivers.

Communicates verbal, written, and electronic information with internal and external agents and agencies to ensure adequate delivery of services to children, youth, parents, and caregivers.

Performs other duties as assigned and required to maintain unity operations.

Promotes and demonstrates appropriate respect for cultural diversity among coworkers, clients, and all work-related contacts.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

**SUPERVISION:**

No direct supervisory responsibilities.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

An accredited bachelor's degree OR accredited associate degree plus two (2) years of relevant work experience OR 60 accredited college credit hours plus two (2) years relevant work experience OR 90 accredited college credit hours plus one (1) year of relevant work experience.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

**IV. PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Promotes the well-being of children.

Provides courtesy supervision services for children and families who live within the region.

Assess the need for placement, safety, family strengths and needs, and placement resources for the child and care provider/kinship/adoption caregivers.

Plans for and facilitates permanency and assists care providers and kinship caregivers in providing a safe, nurturing environment for children in their care.

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Employee Printed Name

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Date

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Employee Signature