

JOB DESCRIPTION
JOB TITLE: Placement Stability – Team Decision Making Facilitator (PS-TDM)

DEPARTMENT: EMPOWER

I. POSITION PURPOSE

Promotes the placement stability of children in the Permanency Program by facilitating Placement Stability – Team Decision Making (PS-TDM) meetings with children, families, internal and external professionals along with persons identified as natural supports to those children and families. This position will seek to improve placement stability for children in foster care.

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

Facilitate time-limited, outcome-focused meetings that include family, extended family, foster parents, caregivers, community representatives, service providers, and agency staff.

Guide meeting participants through a structured, six-stage process that includes discussion of concerns, identification of strengths, and development of ideas, seeking consensus regarding the best possible placement decision.

Provide support to family members, assigned workers, and others to achieve honest, respectful, and constructive meetings.

Assess and ensure safety prior to, during and after each meeting for each participant.

Lead meetings that comply with the agency's mission, values, policies, and best practice standards.

Engage meeting participants in all stages of the meeting to identify solutions to avoid unnecessary moves in care and to reduce overall numbers of placement disruptions for children in care.

Chart meeting content accurately and share a written summary with participants at the end of each meeting.

Provide timely documentation of meetings in the PS-TDM data application and participate in regular self-evaluation of the PS-TDM process.

Provide regular feedback to agency and DCF leadership on trends, service gaps, and policy concerns observed in meetings and be an advocate for system improvements that support best practices and policy development.

Provide training and communication on the PS-TDM meetings purposes and process to those that may be in attendance.

Demonstrate commitment to the agency's mission, values, and core beliefs, and practice model.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

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:

Bachelor's degree in the field of human services, or a related field. License by the Kansas BSRB preferred. Experience and demonstrated excellence in front-line child welfare services (intake/investigation and/or ongoing family services) required. At least two years of child welfare experience required.

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

Facilitate time-limited, outcome-focused meetings that include family, extended family, foster parents, caregivers, community representatives, service providers, and agency staff.

Guide meeting participants through a structured, six-stage process that includes discussion of concerns, identification of strengths, and development of ideas, seeking consensus regarding the best possible placement decision.

Employee Printed Name

Date

Employee Signature