

**JOB DESCRIPTION**  
**JOB TITLE: Director, Intake and Placement**

**DEPARTMENT:** Intake and Placement

**I. POSITION PURPOSE**

The Director of Intake and Placement is responsible for oversight of placement of youth referred to the agency and placements are made in accordance with state licensing regulations, contract and grant requirements, and coordination with departments and other agencies involved in providing services to children. Responsible for ensuring data is entered into internal and external systems to accurately track placement and identified permanency tasks.

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

Provide regular and consistent supervision of Intake and Placement.

Responsible for the Intake and Placement functions of the agency, promoting safety and encouraging the least-restrictive and shortest length of out-of-home placement for children.

Responsible for the data entry functions of the agency, ensuring that data is entered into TFI and external agency databases timely and accurately.

Monitors agency outcomes, goals, and compliance standards, knowledgeable in Agency/state/affiliate contracts and regulatory and accreditation body requirements.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

**SUPERVISION:**

Responsible for the supervision of Intake and Placement Supervisors.

**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:**

A Master's degree in a Human Services Field (preferred).

A Bachelor's degree in a Human Services Field plus 5 years' progressive experience in Child Welfare.

Prior contracting experience contracting in a child welfare setting is strongly desired.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Ability to respond to common inquiries or complaints from clients, care providers, or regulatory agencies.

Ability to effectively present information to management and public groups.

**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 required.

**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**

Works to develop and maintain a positive working relationship with all providers to ensure families and children receive the highest quality of service.

Responsible for the planning, programming of the Intake and Placement department.

Responsible for the development of short, intermediate, and long-range plans and goals of the Intake and Placement Department.

Provide regular and consistent supervision of Intake and Placement.

Responsible for the Intake and Placement functions of the agency, ensuring that all children are placed in placements that best meet their needs.

Responsible for the data entry functions of the agency, ensuring that data is entered into TFI and external agency databases timely and accurately.

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Employee Printed Name

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Date

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Employee Signature