

JOB DESCRIPTION
JOB TITLE: Intake and Placement Specialist I

DEPARTMENT: Intake and Placement

I. POSITION PURPOSE

The Intake and Placement Specialist I will be primarily responsible for locating safe and appropriate placement for youth referred to Agency from state and partner agencies. Responsible for authorization of services for youth referred to the Agency. Promotes the wellbeing of children, participates in staff meetings/trainings and coordinates with staff from other agencies involved in providing services to children. Performs the following duties correctly.

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

Receives and reviews client referrals and intake information from State entities, other agencies and Agency staff.

Coordinates and assists with Agency staff to locate and arrange for appropriate placement of clients in out of home care.

Serves as a liaison for all Agency children placed in residential and psychiatric facilities.

Ensures placements adhere to applicable licensing regulations and contract outcomes as needed.

Communicates youth's needs and concerns from child's sponsoring agency to Agency staff and Foster Families. Coordinates with Agency foster care staff to ensure safety and compliance in all Agency foster home placements.

Ensures an accurate system of identifying available resources to satisfy youth placements.

Maintains an up-to-date listing of all Agency care providers and licensing capacity by ensuring accurate data entry.

Assigned to shifts that allow the Agency to provide 24-hour state-wide intake services.

Ensures children are placed in properly trained and licensed facilities with appropriate capacity to accept placement.

Handles crisis calls and emergencies called in to the Agency's intake line.

Completes documentation and forwards reports containing descriptive, analytical and evaluative content.

Coordinates with Agency's Performance Improvement and Risk Management Department to ensure licensing compliance of care providers.

Coordinates with Agency Foster Care and Adoption and Permanency Departments' staff on the delivery of services to children and families.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

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

Develops, promotes, and practices teamwork in all activities.

Assists in placing children referred to the Agency from external agencies.

SUPERVISION:

None.

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 human services field required.

Experience in juvenile intake, placement services or other social service experience strongly preferred.

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

Locate safe and appropriate placement for youth referred to the Agency in compliance with all applicable laws, regulations and contract obligations.

Employee Printed Name

Date

Employee Signature