



## POSITION TITLE: Intake Placement Specialist

**POSITION OBJECTIVE:** Identify and assess client and family needs related to the intake, placement, and permanency of children placed in care or under supervision by DCF/BBCBC due to abuse or neglect by caretakers. Evaluate, coordinate, and ensure necessary services and data integrity.

### **ESSENTIAL FUNCTIONS MAY INCLUDE:**

- Thoroughly assess all referrals for licensed care placement and show diligence in identifying the most appropriate placement for each child.
- Complete all necessary paperwork and data entry related to the placement of children.
- Identify and facilitate placements with appropriate licensed foster homes and facility providers.
- Monitor and track the Case Transfer Staffing (CTS) process in accordance with Big Bend CBC's policy.
- Facilitate CTS between Protective Investigations, Case Management, and others when appropriate in a family centered and trauma informed manner.
- Ensure accuracy of data in FSFN regarding the various processes facilitated by Intake Placement Staff.
- Provide on-call support as required or scheduled.
- Facilitate permanency staffings.
- Track children with special requirements or needs including human trafficking victims, safety plans, separated sibling, missing children, and waivers.
- Participate in multidisciplinary team (MDT) staffings.
- Assist with the coordination of services when needed.
- Conduct community outreach as needed, including site visits, QPT panel presentations, and training.
- Coordinate child specific staffings as needed with all relevant parties.
- Coordinate and track OCS and ICPC requests.
- Demonstrates problem-solving and teamwork.
- Participate in the quality improvement process.
- Exhibit expertise in Placement.
- Participate in Integrated Review Team ("out-brief") staffings.
- Provide feedback and training to Foster Home Management providers as needed.
- Other duties as assigned.

This list of essential functions is not intended to be exhaustive. BBCBC reserves the right to revise this job description as needed to comply with actual job requirements.

**QUALIFICATIONS:**

**REQUIRED:**

- Bachelor's degree from an accredited university

**PREFERRED:**

- Multiple forms of child welfare or child welfare related experience
- Child Protection Professional Certification

**SKILLS:**

- Excellent assessment skills and intervention strategies
- Ability to effectively resolve conflict
- Ability to act with a high level of independent judgment
- Ability to identify environment stressors
- Ability to observe and report accurately on the functioning of individuals and families
- Ability to handle confidential information appropriately
- Strong verbal and written communication
- Awareness of social, economic, cultural and environmental factors in the resolution of family and personal problems.
- Knowledge of community resources
- Knowledge of behaviors associated with trauma
- Ability to work flexible hours as required
- Knowledge of professional ethics relating to child protection and counseling
- Skills in employing family-centered practice and trauma informed care
- Ability to use and be proficient in computer software applications
- Ability to act decisively when necessary to protect clients

**Positions Supervised:** none

**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Supervisor's Name (Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

