

<i>Job Title</i>	ICPC/OCS COORDINATOR
<i>State</i>	Florida
<i>Program</i>	Children's Network of Hillsborough, LLC
<i>Reports to</i>	ICPC/OCS Case Management Supervisor
<i>FLSA Status</i>	Non-Exempt
<i>Job Description Statement</i>	This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

MISSION STATEMENT

The Children's Network of Hillsborough is committed to working with the community to protect children and preserve families.

GENERAL PURPOSE OF JOB

This position is responsible for supporting the ICPC/OCS Case Management Unit. This position is responsible for processing all incoming and outgoing requests for Interstate Compact for Placement of Children (ICPC), Out of County Supervision (OCS). Specific duties include reviewing all incoming and outgoing information to ensure compliance with Statutes, Florida Administrative Code and/or governing policies, providing technical assistance as needed in the completion of packets, assigning incoming packets based on assignment protocol and processing/assigning request to a have a case re-opened.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Ensure all ICPC/OCS requests include the required documentation as outlined in Statutes and/or policy.
- ◆ Review all ICPC/OCS requests for accuracy
- ◆ Provide technical assistance and/or training to case management regarding ICPC and OCS requirements, statutes, code and memorandum of understanding and/or working agreements.
- ◆ Ensure equitable distribution of assignments through data tracking and in consultation with ICPC/OCS Supervisors.
- ◆ Collect and track data regarding the timeliness of compliance with incoming and/or outgoing requests
- ◆ Process and assign all requests to have a case re-opened
- ◆ Utilize management systems such as Hover, CCIS, NEICE, FSN etc. to ensure all information is included and provided to parties as needed.
- ◆ Handle all inquiries related to ICPC/OCS to include requests from the Court.
- ◆ Ensure accurate documentation of services provided; submit monthly reports as required
- ◆ Serve as the point of contact for Transfer of Jurisdiction cases

- ◆ Facilitate staffings and/or discussions with other counties and/or states when conflicts arise
- ◆ Other duties may be assigned as special projects may be requested.

WORKING HOURS

CNSWFL's work week is Monday through Friday, 40 hours per week. Your Supervisor will advise you of your work hours; however, business office hours are 8:00 am to 5:00 pm. This job will require evening hours and weekend hours as needed.

TRAVEL

Travel in and outside of Circuit 13, Hillsborough County may be required.

TRAINING

All employees must complete fifteen (15) hours of on-line or classroom Training on an annual basis. If the employee is a Certified Child Welfare Professional, Training hours must total twenty (20) annually.

SUPERVISORY RESPONSIBILITIES

- ◆ This position does not have supervisory responsibilities.

EDUCATION AND/OR EXPERIENCE

A Bachelor's Degree from a four-year accredited college or university with a minimum of two (2) years of child welfare related experience OR an advanced degree in social work or a comparable human service field.

OTHER QUALIFICATIONS

- ◆ Ability to establish and maintain positive working relationships with others
- ◆ Strong problem solving and decision-making skills
- ◆ Ability to work independently

SKILLS AND ABILITIES

Must be able to operate standard modern office machinery, including fax, telephone, calculator, computer, scanner, printer, copier, and mail machine. Excellent word processing skills. Must be competent with Microsoft Office Suite programs, including Word, Excel, Power Point, and Outlook. Must be competent with basic e-mail protocol and procedures including sending, receiving, replying, attachments, and meeting scheduling; excellent written and oral communication skills; effective listening skills; ability to work as a team member, and the ability to work in a multi-cultural environment. Must possess excellent organizational and problem-solving skills and abide by the highest standards of confidentiality.

PRE-EMPLOYMENT REQUIREMENTS

CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.

- ◆ Valid driver's license required, with proof of insurance
- ◆ Clean Driver's License check is a requirement
- ◆ Criminal background screening (fingerprinting) (Local Law Enforcement and FBI/FDLE)
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

OTHER REQUIREMENTS

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percentages, ability to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to be proactive, as well as handle problems involving several concrete variables in standardized situations.

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.

This job requires the ability to sit for extended periods; walk; stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear. This job requires visual acuity sufficient to read and operate standard modern office machines. The employee must occasionally lift and/or move up to 25 pounds.

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.

This is administrative work in an indoor office environment with a moderate noise level (business machines, printers, computers, telephones).

ADA: Children's Network of Hillsborough, LLC will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

EEO: Children's Network of Hillsborough, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.

Children's Network of Hillborough, LLC is a Drug-Free Workplace.

ALL PERSONNEL MUST DEMONSTRATE THE FOLLOWING CAPACITIES:

1. *A commitment to empowering others to solve their own problems*
2. *Valuing a nurturing family as the ideal environment for a person*
3. *A conviction about the capacity of people to grow and change*
4. *The ability to establish a respectful relationship with persons served to help them gain skills and confidence*
5. *The ability to work collaboratively with other personnel and/or service providers or professionals*
6. *The capacity to maintain a helping role and to intervene appropriately to meet service goals*
7. *The ability to set appropriate limits*
8. *Safety and permanency of children*

I certify that the statements above to the best of my knowledge accurately describe the duties performed and agree that I am qualified in education and skill to meet the requirements of the position. If the employee does not agree, indicate here:

Supervisor:		Date:	
Employee:		Date:	
Reviewing Authority:		Date:	
Do Not Agree:			