



Office of Human Resources

Team Decision Making Coordinator

General Statement of Duties

Performs specialized, full performance level social work coordinating the DHS Team Decision Making (TDM) process, including facilitating meetings with internal staff, community members, family/clients, attorneys and other professional providers in all decisions involving child removal, change of placement, and reunification/other permanency plan.

Distinguishing Characteristics

This class performs specialized, full performance level work coordinating the Team Decision Making process, including facilitating meetings involving child/youth placements. It is distinguished from the Senior Social Caseworker class that performs full performance level intensive social case work services.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None

Essential Duties

Prepares for TDM meetings, including identifying and coordinating logistical and safety matters, and reviewing case summary if available.

Conducts and facilitates TDM meetings, including setting ground rules and expected outcomes, leading brainstorming, and moving the group towards consensus.

Manages and resolves conflicts during TDM meetings.

Determines when additional intervention steps are required in the event consensus cannot be reached during TDM meetings.

Provides oversight over and assists in making financial approvals for the provision of CORE services when necessary.

Serves as professional support and resource for case workers during and after TDM meetings.

Facilitates and participates in making decisions regarding removal, placement and reunification of children with the intent of preventing out of home removal or finding the least restrictive option.

Utilizes extensive network of county community based services, organizations and resources to effectively facilitate meetings and make immediate decisions on appropriate course of actions.

Completes TDM meeting activity reports documenting situation, safety and risk concerns, and placement planning.

Compiles and provides data and statistics for management to track success rates of TDM process.

Ensures work conforms to appropriate policies, regulations, procedures, standards and laws of State and Federal agencies.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Influencing/Negotiating – Persuades others to accept recommendations, cooperates or change their behavior, works with others towards an agreement, negotiates to find mutually acceptable solutions.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Knowledge & Skills

Knowledge of county community based services, organizations and resources sufficient to be able to recommend immediate and appropriate course of action.

Knowledge of crisis intervention theory sufficient to be able to perform the duties related to the work assignment.

Education Requirement

Bachelor's Degree in Social Work, Psychology, Sociology, Guidance and Counseling, or a closely related field.

Experience Requirement

Three (3) years experience in professional social case work, two years of which must be specific to Child Welfare.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, may require a Colorado Class "R" Driver's License by the completion of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Contact with clients under a wide variety of circumstances.

Handles emergency or crisis situations.

Subject to varying and unpredictable situations.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to long irregular hours.

Subject to traveling to and working at multiple locations.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

FLSA Code: Y
Management Level: 10
Established Date: 8/1/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: