



Office of Human Resources
Team Decision Making Coordinator - CA2831
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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.

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 related field.

Experience Requirement

Three (3) years experience in professional social case work, Two (2) 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, requires a valid Driver's License at the time of application.

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

Pay Grade: A-807

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: