



Office of Human Resources
Lead Team Decision Making Coordinator Lead - CA2832
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General Statement of Duties

Performs regularly assigned lead work over DHS Team Decision Making Coordinators responsible for coordination of the Team Decision Making (TDM) process.

Distinguishing Characteristics

This class performs permanently assigned lead work over DHS Team Decision Making Coordinators, and also facilitates TDM meetings as required. It is distinguished from the class of Social Caseworker Lead that performs permanently assigned lead work over professional social case workers, assists a Social Case Worker Supervisor in establishing unit goals, plans, and specific unit functions, and provides intensive social case work services.

Level of Supervision Exercised

Performs regularly assigned lead work over professional TDM staff.

Essential Duties

The following Essential Duties are in addition to the Essential Duties of the DHS Team Decision Making Coordinator class:

Performs permanently assigned lead work over Team Decision Making (TDM) staff members, provides guidance regarding placements, assists in distributing and balancing workloads, and answers questions related to policies and procedures.

Participates in, gives advice, and consults with team members on unusual, difficult, or complex cases; and when necessary and appropriate, coordinates activities involving complex, difficult, and complicated problems/cases.

Trains team members on TDM techniques and methodologies, orients workers with appropriate laws, policies, regulations, and procedures, and ensures that work conforms to standards, regulations, and laws of state and federal agencies.

Observes the work of TDM staff and reviews processes to ensure fidelity to the TDM model, and also to ensure continued development of staff.

Makes decisions in emergency situations where there is no opportunity or time to seek supervisory assistance or conduct significant analysis of the options.

Assists management in formulating planning initiatives, objectives, procedures, and guidelines for the TDM unit.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Assists agency with creating policy and procedures.

Responds orally to informal grievances and relays information to the supervisor.

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

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

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.

Skill in making decisions in emergency situations where there is no opportunity or time to seek supervisory assistance or conduct significant analysis of the options.

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, which must include experience with facilitation and mediation techniques and practices.

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-808
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date: 7/27/2020
Revised By: GT
Class History: GT - Updated job title and distinguishing characteristics.