



Office of Human Resources
Utilization Management Coordinator - CA2459
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General Statement of Duties

Performs specialized, full performance level social work specific to the coordination of residential, group home, or foster care placement of children and youth in DHS custody, including placement oversight, community collaboration, and fiscal management.

Distinguishing Characteristics

This class performs specialized, full performance level work coordinating all aspects of the out-of-home placement of children and youth who are in DHS custody. It is distinguished from the class of Senior Social Caseworker that performs full performance level intensive social case work services.

Level of Supervision Exercised

None

Essential Duties

Makes decisions and advises caseworkers, administrators, management and community stakeholders regarding placements for children/youth in DHS custody.

Coordinates emergency placements of children/youth that are being removed from their home or need to be moved from a foster home, group home, or residential facility, detention facility, or hospital setting.

Monitors child/youth safety, including reviewing investigations, presenting founded allegations for discussion, ensuring children/youth are not placed in homes or facilities under investigation or suspension for abuse/neglect, and oversees agencies that have been placed on probationary status.

Tracks success rates of facilities to assist management in the determination of which facilities best support the DHS philosophy of shorter lengths of stay in terms of recidivism rate, decreased legal involvement, child welfare and truancy systems.

Partners with various community based services and organizations to create new policies and procedures regarding the placement of children/youth, including those with unique and/or special needs.

Provides fiscal oversight to the out-of-home placement processes, including identifying funding sources, monitoring contracted services, and ensuring compliance with state mandated audits and other legal mandates.

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

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.

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, determines resource requirements, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

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

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

Knowledge & Skills

Knowledge of statistics sufficient to be able to interpret and analyze information and perform statistical calculations.

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 years of which must have involved the placement of children and youth in out-of-home care.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum 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.

Subject to varying and unpredictable situations.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to long irregular hours.

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.

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: