



CLASS SPECIFICATION

Class Code: 6138
Date Est: 09/1995
Last Rev: 08/2018
Last Title Chg: 08/2018
FLSA: exempt
Probation: 12 months

CASE COMPLIANCE REVIEWER

DEFINITION

Under direction, reviews and evaluates cases for compliance with federal, state and local regulations and standards; and performs related duties as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

A bachelor's degree from an accredited college or university in social work, criminal justice, psychology, sociology or a closely related field AND four years of full-time experience working in the child welfare field including at least one year supervising case workers and/or case managers performing child welfare casework.

LICENSE OR CERTIFICATE

May require a valid driver's license at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Evaluate case histories, operations, and staff to ensure the consistent application of mandated regulations and standards; review case files for compliance with federal, state and local regulations and standards that establish requirements for the agency.

Identify training needs of workers through observations in the field and making recommendations to workers and their supervisors.

Write corrective action plans that present recommendations for the consistent application of mandated operational regulations and standards; work with supervisors and employees to correct identified deficiencies and inconsistencies through action plan implementation.

Identify training for professional staff in standards, methods, techniques and approaches used to maintain or improve the delivery of services.

Effectively represent the department on advisory boards and committees to provide information and promote the department's program(s).

Write revisions to policy and procedures manuals.

Supervise staff including training, assigning and reviewing work, conducting performance evaluations, coaching and development, implementing discipline, grievance and conflict resolution procedures when necessary.

Conduct community training.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

State and local laws that apply to area of assignment.

Social service agencies and their inter-relationship with other departments and community resources.

Ability to:

Select, supervise and evaluate staff.

Access and operate departmental computer equipment and software unique to the area of assignment.

Make effective training presentations to a variety of community agencies.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance and other evaluation procedures.)*

Knowledge of:

Social work or case management principles and practices.

Operations, services and activities of a comprehensive human services program.

Federal laws, regulations and standards that apply to area of assignment.

Principles and practices of general program evaluation, supervision and training.

Ability to:

Analyze information, project consequences of proposed actions, and develop appropriate actions.

Interpret and apply pertinent laws, regulations and standards including departmental policies and procedures.

Evaluate case records to determine compliance with pertinent laws, regulations and standards.

Identify appropriate risk factors in area of assignment.

Effectively supervise personnel.

Develop and implement strategies and meet the goals of assigned programs and services to optimize efficiency and meet client needs.

Detect deficiencies and inconsistencies in the application of laws, regulations and standards; recognize and analyze trends in operations.

Write corrective action plans for identified areas of deficiency or inconsistency.

Maintain confidentiality of case records.

Train staff in the principles, practices and standards of area of assignment.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Communicate clearly and concisely both orally and in writing.

Establish, maintain and foster effective and collaborative working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.