

TODD COUNTY BOARD OF COMMISSIONERS

Work Session Agenda

Date: May 15, 2018

Time: 10:30 a.m.

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

Item #		Approx. Time
1	Discussion: Historical Society Building on Fairgrounds Commissioner Becker	10:30 a.m.
2	Discussion: Child Services Supervisor position Jackie Och, HHS Division Director	10:45 a.m.

Todd County, MN Board Action Form



Action Requested:	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for A/T Office use):</i>	

Title for Agenda (for publication): Request to hire Child Services Supervisor	
Date of Meeting: 5/15/2018	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Todd Weyer	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Plans, implements, and supervises a group of services and staff within the Child Services Unit under the direction of the Unit Manager. This Supervisor role includes supervising department staff and programs, providing budgetary and financial monitoring for a group of services, and collaborating and coordinating programs with County and community resources and partners. Assist the Unit Manager to develop and refine goals and guidelines for established priorities to assure programs are implemented to meet the needs of the public.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Authorize the request for Todd County Health & Human Services to recruit and hire a full-time Child Services Supervisor	
Financial Implications: \$Pending Springstead Review	Comments
Funding Source: 11-Social Services	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
Second:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Passed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Failed	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Tabled	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

**Todd County
Position Description**

Department: Health & Human Services
Position Title: Child Services Unit Supervisor
FLSA: Exempt
Date: 2018
Reports To: Unit Manager

As a current incumbent, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

As Unit Manager, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

As Department head, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

Purpose of Position

Plans, implements, and supervises a group of services and staff within the Child Services Unit under the direction of the Unit Manager. This Supervisor role includes supervising department staff and programs, providing budgetary and financial monitoring for a group of services, and collaborating and coordinating programs with County and community resources and partners. Assist the Unit Manager to develop and refine goals and guidelines for established priorities to assure programs are implemented to meet the needs of the public.

The incumbent serves as professional staff support to the Unit Manager and HHS Division Director and other bodies as requested. Works collaboratively with various county staff, and with county advisory boards, external committees and organizations, and community members to evaluate policies and procedures, identify and implement improvements based on best practices and educate stakeholders on procedures, policies and recommendations.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Basic Performance Expectations of all Todd County Leadership

- Serves as a positive example to County personnel with regards to workplace actions, decisions, management skills, attitude, and adherence to County policy
- Embodies teamwork and cooperation within and across department units and with the public
- Has strong communication and interpersonal skills, is honest, fair, and dependable
- Possesses strong supervisory and management skills, including effective conflict management
- Communicates effectively with the Unit Manager and H&HS Director and keeps all apprised of important matters ongoing in their unit
- Respect all colleagues, co-workers, board members and the public and lead those around you to respect the same

Position Specific Essential Duties and Responsibilities

Provides Stable and Consistent Child Services Unit Leadership

- Remains positively visible in the County Community with the consent and support of the Unit Manager by:
 - Attending meetings of other governmental units or groups on an as needed basis
 - Presenting to interested boards, committees or groups as requested on issues of unit interest
 - Implementing a unit public relations plan in cooperation with the Unit Manager
 - Making clear and requiring standards of public relations and decorum amongst unit staff

- Support the values of the County Board and the H&HS Division, ensure staff is aware of those values, and ensure that decisions are made in accordance with those values.
 - Encourage and demand innovation in the practice area of the Unit
 - Grow the knowledge base of the Unit and Division and the County through individual and staff development
 - Encourage staff, board members and community members to engage in education in areas of unit interest
 - Accept, encourage and engage with individuals and groups who have diverse points of view
 - Participate with state wide leadership groups and professionally represent the County

Provides Professional Support to the Unit Manager & HHS Director

- Recommend to the Unit Manager and Director on policy issues related to Health and Human Services by preparing analysis as requested, and collaborating with unit staff to provide holistic analysis.
- In collaboration with Unit staff, prepare education and informative materials for public distribution, support the Unit Manager in execution of the Division's public relations plan.
- Support the County's values and support the Director's expectations by ensuring clarity of direction to staff, and participating in performance management of Unit staff.

Professionally Supervises the Work of the Child Services Unit

- As assigned by the Unit Manager, coordinate daily office operations and programs related to Child Services Unit functions; supports and sustains a culture of excellent customer service; recommends structure and staffing models to improve customer service and achieve Unit goals; recommends and implements practices, applications and projects to support the achievement of Unit strategies, initiatives and projects, ensuring the achievement of short term and long term goals.
- Makes recommendations to Unit Manager and Director related to the hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of employees supervised.
- Makes recommendations to Unit Manager and Director related to the direction of the work of employees supervised.
- Makes recommendations to Unit Manager and Director regarding adjustment of other employees' workplace grievances on behalf of the County.
- In conjunction with the Unit Manager implement policy initiatives to improve customer service, support systems for promoting healthy development and prevent potential downward movement of clients, facilitating the greatest level of achievement and avoiding the need for long term assistance as much as possible.
- Coordinate with Unit Manager, HHS Director and Human Resources Department related to participation in interviews, hiring and disciplinary issues.
- Set work schedules and approve/deny leave requests to ensure adequate unit coverage.
- Ensures overall department compliance with county safety requirements.
- Other duties as assigned.

Supports a Holistic Case Management Model

- Ensure adherence to the value that individuals and individual families require tailored services to reach their goals.
- Require staff to adhere to the County's value that all clients are entitled to respect, that all clients need to be accountable for their own recovery, and that all clients should have established goals for wellness.
- Ensure that all parties to a client's (or child's) wellness are engaged and consulted in decision making.
- Ensure that there are methods in place to offer clients access to additional program and community resources.
- Require communications between case managers and service providers to limit overlap.
- In cooperation with the Unit Managers, other Supervisors, and the intake staff develop protocol for reporting new risk factors identified as they arise and measurement of client progress toward goals.

Serves as Technical Expert on Programs Related to Child Services

- The incumbent will serve as the technical expert in the Unit on Child Services program areas as assigned, such as child protection, child care assistance, child foster care, adoption, and other children's services.
- Ensure all staff that work directly with child service's clients are informed of changes in program requirements.

- Ensure that all audit requirements of child services programs are met, and inform the Unit Manager and H&HS Director of instances where audit requirements will not be met due to lack of resources, error or incompatibility with the County's goals.
- Oversee the technical aspects of the work of all staff working in the areas of technical expertise, cooperate and coordinate with the appropriate Unit Manager to ensure that the performance of staff assigned to other Units is effective as well as technically correct.
- As technical expert, the incumbent is expected to perform periodic review of assigned clients across all units to ensure that the maximum and appropriate resources are being brought to bear for clients.
- In cooperation with the Unit Manager and Director, review and recommend legal actions as necessary.

Maximizes the Efficiency of Services and Supports Staff Accountability

- Support established mechanisms to ensure staff are performing in the most efficient method possible, including tracking planned travel, client visits and training.
- Manage and oversee staff case load levels and assist with cases as necessary.
- Ensure staff are accountable to outcomes identified by the Unit Manager, Director, administration and the County Board.
- Implement and monitor methods to ensure staff are accurately reporting their activities.
- Review the performance of the programs and staff assigned, in comparison to other counties, and historical data to establish goals in cooperation with the Unit Manager and Director.
- Implement protocol to ensure that the Unit is providing the appropriate level of resources at the appropriate time.
- Coordinate and cooperate with the Administrative Services Unit Manager to ensure maximization of outside revenue sources.

Education and Experience/Special Requirements

Bachelor's degree with coursework in social work, sociology, psychology, or related field and four years working as a social worker, or equivalent combination of education and experience.

Previous experience in a leadership role is preferred

Merit system qualified.

Valid driver's license in the State of Minnesota.

Must pass criminal background check

Knowledge, Skills and Abilities

- Thorough knowledge of federal and state structures, rules, laws and policies governing health and human services programs
- Thorough knowledge of agency operations, policies and procedures
- Thorough knowledge of community resources and functions of health and human services programs and related services
- Knowledge of quality assurance and improvement.
- Knowledge of grant processes including applications, contracting, implementation, reporting and evaluation.
- Ability to work cooperatively with staff from all HHS units and other county departments
- Ability to represent Todd County professionally with other community partners and governmental agencies.
- Thorough knowledge of the multiple complex computer systems staff must access
- Thorough knowledge of human behavior
- Knowledge of sources of financial support
- Thorough knowledge of the functions of other agencies providing social services and financial assistance
- Thorough knowledge of social and economic problems and of the basic principles of foster care, child and adult protection criteria, and a general understanding of mental and physical illnesses
- Effective leadership skills including team leadership experience, coaching and development skills, personal and interpersonal skills, project management and decision making skills
- Skill in communicating, in written and verbal form, with a culturally diverse clientele
- Ability to deal effectively with clients or members of the public who are under stress or distraught
- Ability to supervise and direct the work of others
- Ability to demonstrate a customer service orientation

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).