

# Brevard Family Partnership

## Intake and Placement Supervisor

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**Department:** Clinical Services

**Reports to:** Director of Intake & Assessment

**Job Code:** PROG05

**Labor Type:** Full Time

**Band:** None

**Salary/wage Grade:** E-5

**Division:** Programs

**Status:** Exempt

**Position Summary:** The Intake and Placement Supervisor is responsible for the management of the Intake and Placement Unit. This position will ensure the timely and efficient and placement of children in licensed out of home care. Essential functions will include the data collection and analysis, monitoring of the Out Of Home Care budget to ensure fiscal responsibility, provide support and guidance to the Intake Specialist. This position will act as the POC for ICPC and OTI functions. Additional duties will include the tracking of Exit Interviews for children placed in Licensed Out Of Home Care.

### Technical/Functional Expectations:

1. *Oversight of Licensed OOH Levels of Care:* This position provides oversight of the children and youth placed in licensed out of home care including ensuring that Medicaid eligibility criteria is met and in obtaining prior authorization for Specialized Therapeutic Foster Care and Group Home Levels.
2. *Child Specific Outcome Measurements:* This position provides oversight of child specific outcome measurement systems, collects and analyzes data and report trends and participates in the System of Care roundtable.
3. *Data collection:* Develops and implements tools and processes to track critical data elements for are responsibility
4. *FSFN Reconciliation:* Ensures accurate and timely payment to foster parents and group homes through reconciliation to avoid or resolve payment issues
5. *Over Capacity Waivers:* Approves, tracks and ensures over capacity waiver process is in compliance with FL Administrative Code. Tracks over capacity waivers to ensure compliance and monitors to ensure appropriate follow up is conducted on homes under a OCW.
6. *ICPC and OTI:* Act as the Point of Contact for all ICPC and OTI requests to ensure compliance in all areas.
7. *Critical Incident Tracking:* Review, log, and provide necessary follow up on all Provider Critical Incident Reports.
8. *On Call Rotation:* Participate in on call rotation in order to provide timely service.
9. *Other duties as required:* Job performance requires fulfilling other incidental or related duties as assigned, assisting and training others, and performing duties of higher rated positions from time to time for developmental purposes.

### Behavioral Competencies:

1. *Analytical Problem Resolution:* Able to use systematic techniques to define problems, options, and solutions; evaluate alternative solutions; solve technical problems using logic.
2. *Analyzing:* Able to break down problems and information in order to systematically identify the cause of problems or make recommendations; gather information from multiple sources; analyze complex information; organize information for analysis.
3. *Strategic Perspective:* Able to develop long-term, big picture strategies to enhance competitiveness; recognize broad implications of issues; balance and integrate strategic vision with day-to-day activities.
4. *Influence:* Able to positively change the opinions and actions of others in a desired direction; present information in a persuasive manner; clarify information in order to gain understanding and buy-in.
5. *Team Work:* Able to share ideas and learn from others to build consensus; assist others to achieve team goals; contribute in meetings so they are productive; challenge status quo to achieve excellence.
6. *Decisiveness:* Able to use available information to draw a timely conclusion and take quick and timely action; make quick and timely decisions in stressful situations and when necessary.
7. *Sensitivity:* Work effectively with and show sensitivity to cultural differences and various socio-economic backgrounds of others.
8. *Ethics:* Adhere to and model principles and values of Agency and System of Care by being strength-based, solution-focused, maintains highest level of integrity and ethical standards and work collaboratively with employees, partners, stakeholders and clients in all interactions.

### Business Experience:

1. *Five years Management:* This is required in order to appropriately manage out of home care placements in the most least restrictive culturally competent setting.

2. *Strength Based Family Centered Practice Orientation:* This is essential in order to effectively support the System of Care and its values.
3. *Strong Interpersonal, Presentation, and Organization skills:* This is required in order to effectively partner with various stakeholders and agency staff and adequately train community stakeholders.
4. *3-5 years Utilization & Fiscal Management:* This is required in order to effectively evaluate levels of care, be fiscally responsible and manage a continuum of services.
5. *Valid Driver's License - Essential:* This is required in order to travel throughout the county and other locations.

**Educational and Experience Requirements:**

1. MSW, OR MA/MS in Human Service field required.
2. 2-3 years supervisory experienced required preferred.
3. 5 to 8 years related experience in child welfare required required.
4. 8 to 10 years of experience in child welfare preferred preferred.

**Physical Requirements:**

1. Sitting
2. Standing
3. Reading
4. Speaking
5. Listening
6. Typing
7. Writing

I have read the official job description for the position identified above specifying the knowledge, skills and abilities required in addition to physical requirements and the work environment. I further certify that I am able to perform the essential functions as identified in the job description for this position with, or without reasonable accommodation.

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Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature