State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

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TITLE: Family Group Decision Making Coordinator
POSITION NO: 03005
LOCATION: Child & Family Services Division, Billings
STATUS: Full-Time/Permanent
UNION: MPEA
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: $32,173 annually is entry level salary
SUPPLEMENT: No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, December 6, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of application.

This position works primarily in an office environment, but may need to meet with parents and extended family members in their homes or other locations in which there are high safety risk factors such as threatening, hostile, and potentially violent persons. Workload may fluctuate and be very heavy and intense at times. Extensive travel within the assigned region, including some Indian Reservations, is required. Montana driver's license is required. The successful applicant will be required to sign a Driving Release Record form.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position ensures that all families are offered the opportunity to create a partnership with the Department with the goal of achieving safety and permanency for children. This position plans, facilitates meetings for families that are productive and sensitive to participant's needs and uniquely tailored to the circumstances of each individual case.

This position assesses all newly opened cases to determine if Family Group Decision Making (FGDM) is an appropriate case management tool; conducts a thorough search for all known parents and/or extended family members; drafts and sends all written correspondence related to setting up the meeting; keeps the discussion on task using basic facilitation and mediation skills; maintains data and statistics on meetings held as directed by the management team; provides regional trainings for social workers on how to prepare for and participate in FGDMs; drafts and re-writes FGDM policy to ensure statewide continuity of service; and ensures that all agency policy is followed with FGDM meetings.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of how the Child and Family Services system is implemented within the incumbent's region; family systems, child development, treatment issues, community services, and social work practice; federal (ASFA and ICWA) and state law and guidelines regulating state practice, including a solid understanding of all types of abuse and neglect as defined in statute; tribal dynamics and issues; and case file organization.

Skills: Skill in group facilitation, mediation and conflict resolution; written and oral communication; public speaking; crisis intervention; and the use of a personal computer, word processing, and CAPS.

Abilities: Ability to remain objective during decision-making; manage a variety of group dynamics in a process that is complicated and fraught with diverse opinions; work as a member of a team; convey information to others at a number of different cognitive levels; diffuse hostility both during and outside of FGDM meetings; and find constructive solutions to working with agency staff, partners and families who are resistant to change.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Social Work **OR** Bachelor's degree in a related human services field **AND** one year related human service experience **OR** an unrelated degree may be considered with a minimum of five years child protective services experience. Experience as a Child Protection Specialist (formerly known as a Community Social Worker) is preferred.

Internship with Child Protective Services will be counted equivalent to one year of direct experience. In order to receive credit for the internship applicant must have a letter of recommendation from the Child and Family Services Division Supervisor/Manager. (Please include with application materials).

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must

compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. *(*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements).* **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume is required at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of

'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.