

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

ADULT FOSTER CARE CONSULTANT

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to improve the quality of services in adult foster care facilities and to ensure that programs are in compliance with legal requirements.

There is one classification in this job.

Position Code Title - Adult Foster Care Consultant-E

Adult Foster Care Consultant P11

This is the experienced level. The employee performs a full range of professional assignments. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides professional consultation to licensees and applicants about program operations, professional services and staff development in order to improve the quality of services in adult foster care facilities.

Recommends changes and improvements in adult foster care facilities' programs with the goal of enriching the lives of the residents.

Provides assistance to licensees and facility staff in recognizing problems of residents.

Explains and applies statutory and administrative rule requirements for licensing; provides technical assistance to improve compliance.

Maintains regulatory supervision of licensees, including governmentally operated facilities, to ensure ongoing compliance with licensing requirements.

Cites rule violations and sets time limits for compliance.

Prepares testimony and other material for administrative or judicial hearings in contested cases; may represent the department in the absence of an Assistant Attorney General.

Provides assistance to the Attorney General's office in the preparation of cases for presentation in judicial and quasi-judicial hearings.

Makes formal referrals to local prosecuting attorneys for the closing of illegal operating facilities, when appropriate.

Investigates complaints of rule violations involving licensees through interviews, reviews of evidence, and unannounced visits; coordinates with law enforcement personnel and prosecutors to prosecute offenders.

Reviews licensing programs and funding issues with agency boards of directors, county boards of commissioners, agency administrators, and/or United Fund administrators.

Reviews plans for construction in conjunction with fire and health inspecting agencies and zoning officials.

Interviews personal references of applicants.

Provides assistance in developing administrative rules and licensing procedures for adult foster care facilities.

Prepares licensing reports, interim evaluations, and consultative reports; conducts related correspondence; maintains records of regulatory activities.

Participates in conferences, seminars, and workshops to share information about program services and licensing.

Represents the department in contacts with the media, legislators, attorneys, other public jurisdiction representatives, community groups, and individuals.

Initiates requests for fire safety inspections and environmental health inspections; coordinates the findings of these inspecting agencies with final licensing reports.

Plans and participates in training programs, conferences, and workshops to maintain current knowledge of adult foster care practices and concerns, including specialized services, chemical dependency, abuse and neglect, physical and mental illnesses, and environmental conditions.

Provides technical expertise in adult foster care building construction requirements for new facilities.

Oversees service delivery systems in facilities ranging from adult foster care family homes to highly complex, specialized programs operated by corporations and governmental units.

Participates in assessment of catastrophic incidents, such as in facility fires that result in loss of life and property.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Considerable knowledge of the administration, organization, and operation of public and private adult foster care programs.

Considerable knowledge of social welfare practices and trends.

Considerable knowledge of protective services programs for adults and the referral processes to be used.

Considerable knowledge of facility planning concepts and techniques.

Considerable knowledge of human development and behavior.

Considerable knowledge of administrative hearing and court procedures.

Considerable knowledge of health and safety standards.

Ability to provide professional consultation about program operations, professional services, and staff development as it relates to adult foster care.

Ability to independently make decisions.

Ability to research and analyze information, and to prepare clear and concise reports of findings.

Ability to organize and prioritize work assignments.

Ability to interpret laws, rules, regulations, administrative policies, and procedures clearly and effectively to licensees, applicants, and the public.

Ability to timely investigate and respond to abuse and neglect situations of a serious nature to ensure the protection of residents or consumers of services.

Ability to identify and take appropriate actions on matters affecting the health and safety of adult foster care residents.

Ability to represent the department in administrative or court hearings.

Ability to establish and maintain professional relationships with other agency professionals.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### Working Conditions

Some jobs require travel.

Some employees may be impacted by distressful and emotional situations.

### Physical Requirements

*None*

### Education

Possession of a master's degree with a major in social work, psychology, sociology, gerontology, rehabilitation counseling, guidance and counseling, special education, family ecology, criminal justice, or family studies.

### Experience

#### Adult Foster Care Consultant P11

Four years of professional experience as an adult services worker, children's foster care worker, or children's protective services worker, including two years equivalent to a Services Specialist P11; OR four years of professional experience providing service or care to residents of adult foster care homes or homes for the aged.

### Special Requirements, Licenses, and Certifications

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

ADUFCCST

ADULT FOSTER CARE CONSULTANT

Position Title

Position Code

Pay Schedule

Adult Foster Care Consultant-E

ADUFCSTE

W22-028

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05/31/2011