

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**CHILD WELFARE CONSULTANT**

**JOB DESCRIPTION**

Employees in this job perform professional assignments to ensure that child care institutions, child placing agencies, juvenile court facilities, foster homes, and other governmental and nongovernmental organizations are administered in compliance with state laws, administrative rules and Michigan Department of Health and Human Services policy; monitor contract compliance for private child placing agencies and child caring institutions; and provide technical expertise and guidance to facility administrators to improve programs and services.

There are two classifications in this job.

**Position Code Title - Child Welfare Consultant-E**

Child Welfare Consultant P11

The employee performs a full range of professional consultant 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.

**Position Code Title - Child Welfare Consultant-A**

Child Welfare Consultant 12

This is the advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of lower level Child Welfare Consultants, or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned to the experienced level.

**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, chief administrators and applicants in regard to program operations, professional services, and staff development in order to improve the quality of services.

Recommends changes and improvements in child care organizations to enrich the lives of the children and youth in care.

Provides assistance to licensees, chief administrators and staff of child welfare organizations in recognizing problems and recommending corrective actions to improve programs and services for children and youth.

Interprets statutory and administrative rule requirements for licensing; provides technical assistance relating to rule, policy and contract compliance.

Consults with and maintains regulatory supervision of licensees, including governmentally operated organizations, to ensure ongoing compliance with licensing requirements.

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

Determines effectiveness of administrative and supervisory staff in performing basic administrative duties.

Reviews personnel files for employee evaluations, references, misconduct and disciplinary actions, and work histories to determine compliance with regulations.

Provides oversight of supervision, administration, program development, and overall agency organization in public and private child placing agencies and child caring institutions.

Monitors, evaluates, and assists public and private agency supervisory and administrative staff of foster home licensing workers and private agency adoption staff.

Conducts broad and comprehensive reviews of multi-faceted child welfare programs including their relationship to other community service organizations.

Cites rule, policy and contract violations and sets time limits for compliance.

Prepares testimony and other material for administrative or judicial hearings in contested cases.

Provides assistance in the preparation of cases for presentation in administrative or judicial hearings.

Makes formal referral to local prosecuting attorneys for the closing of illegal operating organizations.

Initiates investigations of complaints involving licensees and chief administrators and documents findings.

Applies appropriate statutory and administrative rule requirements to new applicants for licensure; provides technical assistance to ensure compliance.

Reviews licensing programs and funding issues with agency board of directors, county board 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 and conducts background investigations of applicants.

Participates in developing administrative rules and licensing procedures.

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.

Conducts investigations of employee misconduct with children at government and private childcare organizations; recommends appropriate action.

Evaluates appropriateness of treatment plans compiled and developed by social workers for youth in foster homes, adoption agencies, and institutions.

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

Performs related work as assigned.

### **Additional Job Duties**

#### **Child Welfare Consultant 12 (Senior Worker)**

Performs on a regular basis professional Child Welfare Consultant assignments which are recognized by Civil Service a more complex than those assigned at the experienced level.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of the administration, organization, and operation of public and private child placing agencies and child caring institutions.

Knowledge of social welfare practices and trends.

Knowledge of protective services programs for children and the referral processes to be used.

Knowledge of facility planning concepts and techniques.

Knowledge of human development and behavior.

Knowledge of administrative hearing and court procedures.

Ability to provide professional consultation with regard to program operations, professional services, and staff development as it relates to child welfare.

Ability to assess organizations to ensure staff competency and sufficient numbers of staff and the respective supervisory ratios.

Ability to negotiate program changes related to licensing, policy, contract and ISEP requirements.

Ability to provide instruction and direction to child welfare administrators, supervisors, and workers.

Ability to conduct critical evaluations of child welfare programs, their administrators, and other staff.

Ability to make independent decisions.

Ability to analyze data, to reach sound conclusions, and to prepare clear and concise reports.

Ability to prioritize assignments and to organize workload.

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

Ability to deal with licensees and chief administrators in a firm and constructive manner when circumstances require.

Ability to investigate and handle abuse and neglect situations with effective timeliness to ensure the protection and safeguarding of residents.

Ability to represent the department in administrative or court hearings.

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

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

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Working Conditions**

Some positions may require traveling as part of the job.

### **Physical Requirements**

*None*

### **Education**

Possession of a master's degree with a major in social work, psychology, counseling and guidance, family and/or child development, criminal justice, family and child ecology, sociology, family community services, family studies, human services-related counseling major, counseling psychology, elementary education, early childhood education, gerontology, or rehabilitation counseling.

## **Experience**

### **Child Welfare Consultant P11**

Two years of professional supervisory experience in a child placing agency, child caring institution, or child welfare social court operated facility.

### **Child Welfare Consultant 12**

Three years of professional supervisory experience in a child placing agency, child caring institution, or child welfare social court operated facility; or, at least 1 year of experience as a Child Welfare Consultant P11 or equivalent.

## **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**

CHIWLFCST

### **Job Code Description**

CHILD WELFARE CONSULTANT

### **Position Title**

Child Welfare Consultant-E

Child Welfare Consultant-A

### **Position Code**

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### **Pay Schedule**

W22-028

W22-046

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09/18/2022