

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

Other QIC-WD Products

Child Welfare Quality Improvement Center for
Workforce Development (QIC-WD)

November 2023

Frontline Job Redesign Louisiana - Permanency Worker Role Cards

Quality Improvement Center for Workforce Development

Follow this and additional works at: <https://digitalcommons.unl.edu/qicwdproducts>



Part of the [Industrial and Organizational Psychology Commons](#), [Performance Management Commons](#), [Public Policy Commons](#), [Social Welfare Commons](#), [Social Work Commons](#), and the [Training and Development Commons](#)

Quality Improvement Center for Workforce Development, "Frontline Job Redesign Louisiana - Permanency Worker Role Cards" (2023). *Other QIC-WD Products*. 120.
<https://digitalcommons.unl.edu/qicwdproducts/120>

This Article is brought to you for free and open access by the Child Welfare Quality Improvement Center for Workforce Development (QIC-WD) at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in Other QIC-WD Products by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

PERMANENCY WORKER ROLE CARD

Parent Worker

Court	Case Planning	Home Visits
<ul style="list-style-type: none"> • Lead worker on Court Report and Testimony • Ensure the report is completed within 15 days and provide to TS • Complete TPR-2 for incarcerated parent 	<ul style="list-style-type: none"> • Schedule FTM • Prep parents and team • Identify the service need and provide the TS with referral info • Consider transportation needs • Monitor behavioral changes in parent • Maintain communication with providers and collaterals 	<ul style="list-style-type: none"> • Ensure length and location of visits allow for Quality Contact per Home Visit Guide • Visit Parents per SDM • Discuss Safety Threats & Conditions for Return • Contact Incarcerated parents per policy
Family Relations	Assessment	Staffing
<ul style="list-style-type: none"> • Identify connections for child • Encourage Parent participation in activities (school, medical, faith) • Encourage QPI practices • Observe and Model Parenting Skills • Provide basic family skill building (budgeting, housekeeping, parenting) 	<ul style="list-style-type: none"> • Complete AFF within 30 days; update every 6 months • Complete BH-2 • Ensure Documentation of Diligent Efforts to Locate Absent Parents (monthly) • Complete SDM Risk Reassessment every 3 months and safety assessment when prompted 	<ul style="list-style-type: none"> • Clearly understands and articulates Safety Threats & Conditions for Return (ongoing) • Provide behavioral indicators of enhanced/diminished CPCs • Prepare for information sharing to inform case decisions

Parent-Child Worker Shared Responsibilities

- Ensure the AFF is completed within 30 days and updated every 6 months
- Facilitate the Family Team Meeting
- Type the Case Plan and provide to all parties for signatures within 5 days of FTM
- Prepare, Observe and Debrief parents regarding family visits
- Attend ALL court hearings and be prepared to testify
- Document ALL case activity in the FATS system
- Conduct QPI Practice: Comfort Calls & Icebreaker Meeting & Caregiver/Parent Engagement
- Attend all case staffings and prepare to share updated information for case decision making

Team Specialist Responsibilities

- Participate in Pre/Post removal staffings to identify tasks for early services
- Can** Open/Close cases and enter and maintain all case related payments
- Assist with initial placement or replacements, as needed, including LaCarte purchases, contacting home development, monitoring children while in the office, traveling with the worker, and notifying parties of placement change
- Coordinate Icebreaker meetings
- Coordinate and Participate in FTM prep and meeting
- Assist with arranging transportation like bus passes, requesting transportation, or fulfilling transportation request
- Complete correspondence as requested.
- Complete referrals and request progress reports or records for clients (birth, medical, criminal, educational, mental health, substance abuse)
- Complete searches on missing parents as needed
- Monitor and observe interactions at Family Visits
- Complete preliminary home study
- Document all case activities completed by TS
- Complete data entry: TBH, TIPS 110 screens

PERMANENCY WORKER ROLE CARD

Child Worker

Court	Case Planning	Home Visits
<ul style="list-style-type: none"> • Write the child's portion of report • Prepare to testify on case • Ensure the child and caretaker's voice is heard during court • Ensure child's presence at court, if required 	<ul style="list-style-type: none"> • Prep Child and Team • Consult with and involve CASA, attorney, and other professionals • Identify the service need and provide the TS with referral info • Coordinate Transportation • Complete Youth Transition Plan for children age 14 and older • Complete NYTD every 6 months • Maintain communication with providers and collaterals 	<ul style="list-style-type: none"> • Conduct placement and visit child two times in the first month • Visit child once a month, in placement (unless special needs then 2 times per month) • Ensure to informally assess for safety at each visit • Ensure length and location of visits allow for Quality Contact per Home Visit Guide. • Concerted efforts to preserve placement
Family Relations	Assessment	Staffing
<ul style="list-style-type: none"> • Maintain child's connections (school, faith, friends/family) • Ensure placement is least restrictive, culturally sensitive and with siblings when in best interest • Nurture healthy relationships with caregiver 	<ul style="list-style-type: none"> • Complete child's portion of AFF within 30 days, update every 6 months • Assess for Relative Placement • Assess physical safety and well-being • Complete TBH • Give input on the family visitation for SDM completion 	<ul style="list-style-type: none"> • Clearly understands and articulates Safety Threats & Conditions for Return (ongoing) • Provide behavioral indicators of enhanced/diminished CPCs • Prepare for information sharing to inform case decisions

Parent-Child Worker Shared Responsibilities

- Ensure the AFF is completed within 30 days and updated every 6 months
- Facilitate the Family Team Meeting
- Type the Case Plan and provide to all parties for signatures within 5 days of FTM
- Prepare, Observe and Debrief parents regarding family visits
- Attend ALL court hearings and be prepared to testify
- Document ALL case activity in the FATS system
- Conduct QPI Practice: Comfort Calls & Icebreaker Meeting & Caregiver/Parent Engagement
- Attend all case staffings and prepare to share updated information for case decision making

Team Specialist Responsibilities

- Participate in Pre/Post removal staffings to identify tasks for early services
- Can** Open/Close cases and enter and maintain all case related payments
- Assist with initial placement or replacements, as needed, including LaCarte purchases, contacting home development, monitoring children while in the office, traveling with the worker, and notifying parties of placement change
- Coordinate Icebreaker meetings
- Coordinate and Participate in FTM prep and meeting
- Assist with arranging transportation like bus passes, requesting transportation, or fulfilling transportation request
- Complete correspondence as requested
- Complete referrals and request progress reports or records for clients (birth, medical, criminal, educational, mental health, substance abuse)
- Complete searches on missing parents as needed
- Monitor and observe interactions at Family Visits
- Complete preliminary home study
- Document all case activities completed by TS
- Complete data entry: TBH, TIPS 110 screens