



## **Job Description – Interstate Compact on the Placement of Children (ICPC) Assessment Specialist**

**TITLE:** ICPC Assessment Specialist

**FUNCTION:** The staff is assigned to the ICPC contract and executes the requirements of the Department of Family and Protective Services for Region 7

**LOCATION:** Home-Based, Office, and Field Assignments

**SUPERVISOR:** ICPC Coordinator

**QUALIFICATIONS:** Bachelor's Degree required; master's degree in a social science preferred; five years of experience working with individuals and families that have active cases with Department of Family and Protective Services; impeccable writing skills; detailed and organized; understand DFPS minimum standards; knowledgeable on community referrals; positive client interaction

**SALARY:**

**Part-time position (caseload maximum 10) (20 hours weekly)**

- \$1,850.00 monthly base
- \$0.625.00 per mile / mileage reimbursement
- \$500.00 per completed ICPC FAD Screening

**Full-time position (caseload maximum 20) (40 hours weekly)**

- \$3,700.00 monthly base
- \$0.625.00 per mile / mileage reimbursement
- \$500.00 per completed ICPC FAD Screening

**GENERAL DUTIES:**

- Comply with Minimum Standards for Child Placing Agencies and Monarch Family Services' policies and procedures
- Innovative and creative approaches to service delivery
- Participate in ICPC Kinship Specialized Pre-Service and Annual training
- Work effectively with the foster and adoption team
- Maintain required annual employee training and documentation for self and other ICPC Specialists
- Maintain positive professional relationships with families, colleagues, CPS, and the community
- Communicate and respond to families, staff, and other professionals in a timely and professional manner.
- Other duties as assigned by ICPC PD or FAD Director

### **HOME ASSESSOR SPECIALIST DUTIES:**

- Maintain a caseload of 7-10 (part time) and 17-20 (full-time)
- Work under the direction of the MFS ICPC Program Director to coordinate with the ICPC Texas State and Transferring State staff to assist with the ICPC process and improve service accessibility to families, children, and youth.
- Complete Orientation meetings with inquiring families to provide information to them about the verification requirements and process, collect data from the family, and complete the Pre-Qualification Assessment
- *Complete Initial ICPC Assessment (within 14 days of receiving case)*
- Provide information, assistance, encouragement, and reminders to applicant families to ensure that they complete the requirements for verification.
- Complete initial and final walk-throughs of caregiver homes
- Conduct in home visits and meetings collaboratively with families to consider their schedule & needs
- Enter documentation received in database system within **72** hours of receiving.
- Complete a minimum of 3 (PT) / 6 (FT) initial ICPC initial assessments per month *as needed*
- Fully develop a minimum of 4 (PT)/ 8 (FT) Foster/Adoption homes (home study ready) per month (within 90 days of case assignment) *as needed. ICPC PD will assign home study to specialist or contractor depending on several factors. Once assigned, home study must be completed within 14 days of assignment. Maximum of 2 for PT and 4 for FT*
- Assess and identify family strengths and needs by assisting with completion of the Family Strengths and Needs Assessment form
- Connect family to social work department for community resource connection and other supports
- Facilitate connections between families and various inter-agency resources.
- Provide monthly updates to ICPC Texas State and Transferring State staff about the progress of the home
- Refer families to MFS training and identification of further training as needed of ICPC families
- Maintain positive professional relationships with families, colleagues, CPS, Transferring State staff, and the community

**Please email resume and contact**

**[Myrei.Edwards@MonarchFamilyServices.org](mailto:Myrei.Edwards@MonarchFamilyServices.org)**

**to scheduled and interview.**