JOB ANALYSIS
OF
Recruitment and Certification Worker

Prepared for
Cabinet for Families and Children

By
University Training Consortium

November 15, 2000
Bowling Green, KY
## Knowledge

**Knowledge of:**
- Abuse and neglect
- Adoption programs/subsidy
- A.S.F.A.
- Attachment issues
- Chain of command
- Child development
- COA
- Community Resources Continuous Quality Assessments & Improvement Court Procedures
- Foster care system
- Geography
- Grief issues
- Human Behavior/Development
- Job perimeters
- Office Procedures
- Policy, Procedure & Statute
- Related certification training
- Social economics
- Solution Based Casework T.W.I.S.T. Worker’s role

## Skills

**Skills in:**
- Advocacy
- Assessment Presentation
- Communication: verbal/written Computer
- Creativity
- Cultural Competency
- Developing relationships
- Driving
- Hold people accountable
- Listening
- Multi-tasked
- Negotiation
- Organizational
- Problem Solving
- Professional Distance
- Stress management techniques Task oriented/focused
- Teaching
- Teamwork
- Time management

## Traits

- Ability “to learn from mistakes”
- Ability “to let go”
- Appreciative
- Assertive
- Cautious
- Compassionate
- Competent
- Cooperative
- Courageous
- Desire to help
- Determined
- Empathy
- Fairness
- Flexibility
- Golden rule treatment
- Honesty
- Intuitive
- Non-judgmental
- Non-prejudice
- Objective
- Patience
- Persuasive
- Positive attitude
- Respectful
- Responsible
- Self esteem
- Self-motivation
- Warm & friendly

## DACUM OCCUPATIONAL ANALYSIS

The DACUM process incorporates the use of a focus group in a facilitated storyboarding process to capture the observations of high performing incumbent workers regarding the major duties and related tasks included in an occupation.

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### Recruitment and Certification Worker Panel Members

<table>
<thead>
<tr>
<th>Ms. Angela Blackmon</th>
<th>Ms. Jane E. Cowan</th>
<th>Ms. R. Catherine Chinn</th>
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<tbody>
<tr>
<td>Social Services Clinic I</td>
<td>Social Services Worker II</td>
<td>Social ServicesClinician I</td>
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<td>CBS</td>
<td>Hopkinside, KY</td>
<td>CBS – P &amp; P</td>
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<td>Louisville, KY</td>
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<td>Beaver Dam, KY</td>
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<tr>
<th>Ms. Debby Edmonds</th>
<th>Ms. Claudette Ford</th>
<th>Ms. Diana G. Hamilton</th>
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<tr>
<td>Social Service Clinician</td>
<td>Social Services Clinician</td>
<td>Family Services Clinician</td>
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<td>DCBS – P &amp; P</td>
<td>P &amp; P</td>
<td>Div. of P &amp; P</td>
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<td>Jamestown, KY</td>
<td>Elizabethtown, KY</td>
<td>Beattyville, KY</td>
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<tr>
<th>Ms. Michelle Jones</th>
<th>Mr. Burt Morris</th>
<th>Ms. Lisa L. Plummer</th>
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<tr>
<td>Social Services Chief</td>
<td>Training Specialist</td>
<td>R &amp; C Worker SSWI</td>
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<td>Protection &amp; Permanency</td>
<td>Training Branch</td>
<td>P &amp; P</td>
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<tr>
<td>Bowling Green, KY</td>
<td>Frankfort, KY</td>
<td>Salyersville, KY</td>
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<th>Ms. Georgia L. Rigsby</th>
<th>Ms. Trish Woods</th>
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<td>Social Services Clinic I</td>
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<td>P &amp; P</td>
<td>DCBS/CFC</td>
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<td>Greenup, KY</td>
<td>Shelbyville, KY</td>
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This DACUM profile was Facilitated & Developed by the following Eastern Kentucky University - University Training Consortium staff:

Randy Johnson  
Christy P.Speller  

In Conjunction with  
Cabinet for Families And Children

For additional information on the DACUM Occupational Analysis Process visit:  
[www.trc.eku.edu](http://www.trc.eku.edu)
RECRUITMENT AND CERTIFICATION WORKER

A Recruitment and Certification Worker recruits, certifies and maintains foster/adoptive homes, arranges placements, facilitates agency and non-agency adoptions and other related functions by providing initial and ongoing training, support and recommending services as needed in order to promote the protection of children by establishing safe and stable homes for children needing temporary or permanent care.

<table>
<thead>
<tr>
<th>Duties</th>
<th>Tasks</th>
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</table>
| A      | Recruit and certify foster and adoptive parents  
A-1 Perform recruitment activities  
A-2 Complete intake & screening  
A-3 Conduct information sessions  
A-4 Provide GPS training  
A-5 Assess the strengths & needs of families  
A-6 Complete home study packet |
| B      | Maintain foster and adoptive homes  
B-1 Provide ongoing support  
B-2 Provide ongoing training to foster & adoptive parents  
B-3 Document services  
B-4 Advocate for foster & adoptive parents needs  
B-5 Promote working in partnership  
B-6 Find respite placements |
| C      | Refer/make foster placements  
C-1 Confer with colleagues about placements  
C-2 Match resources with child’s needs  
C-3 Contact resources  
C-4 Communicate/mediate with relevant staff  
C-5 Submit requests for exceptions (as needed)  
C-6 Ensure placement stability |
| D      | Facilitate agency adoptions  
D-1 Complete FC adoption packet (FP adoptions)  
D-2 Review presentation summary  
D-3 Perform interstate compact functions  
D-4 Attend pre-placement conference  
D-5 Accept or reject referrals  
D-6 Assess visitation process |
| E      | Complete non-agency adoptions  
E-1 Facilitate relative adoptions  
E-2 Facilitate non-relative adoptions  
E-3 Perform interstate compact functions  
E-4 Process court reports  |
| F      | Perform court related functions  
F-1 Provide expert testimony  
F-2 Exchange information  
F-3 Conduct court ordered home evaluations (non-agency)  
F-4 Complete circuit court custody reports  
F-5 Complete adult adoptee searches |
| G      | Recommend and facilitate services  
G-1 Determine past history of services  
G-2 Build on their strengths to create plan  
G-3 Confer with colleagues  
G-4 Match resources with needs  
G-5 Communicate with families  
G-6 Facilitate with referrals |
| H      | Provide case work services for TPR child  
H-1 Develop treatment plan for TPR child  
H-2 Schedule treatment planning meetings  
H-3 Conduct treatment planning meeting  
H-4 Incorporate existing mandates (A.S.F.A)  
H-5 Implement treatment plan  
H-6 Assess child(s) progress |
| I      | Other duties as assigned  
I-1 Education of families & communities  
I-2 Serve on committees & professional boards  
I-3 Assist in development and delivery of training  
I-4 Maintain professional development  
I-5 Perform administrative & clerical functions  
I-6 Conduct peer reviews |
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<td>Re-evaluate homes</td>
<td>Coordinate foster parent association activities</td>
<td>Conduct retention activities</td>
<td>Investigate policy violations</td>
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<tr>
<td>Negotiate subsidy</td>
<td>Complete adoption process</td>
<td>Manage disruption/dissolution of adoption</td>
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<td>Negotiate with service providers</td>
<td>Document referrals and contacts</td>
<td>Conduct ongoing follow-up</td>
<td>Interact with other agencies</td>
<td>Exchange information</td>
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<td>Evaluate treatment plan, initial &amp; or ongoing</td>
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<td>Supervise practicum students</td>
<td>Provide transportation</td>
<td>Perform interstate compact functions</td>
<td>Promote working in partnership</td>
<td>Consult with Office of Counsel</td>
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