



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Indiana Department of Child Services		<b>BU:</b> 00502
<b>Division:</b> Finance	<b>Section/District:</b> Central Eligibility Unit	
<b>Job Title:</b> DCS Central Eligibility Intern		<b>Job Code:</b> 2WST
<b>Working Title (if different from above):</b> DCS Central Eligibility Unit Intern		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date:</b>

**Purpose of Position/Summary:**

The Intern will report to the Assistant Deputy Director of the Central Eligibility Unit and will assist with projects relating to IV-D eligibility, rate setting, and cost allocation.

**Essential Duties/Responsibilities:**

- Assist Cost Allocation Unit with administration of the Random Moment Sampling process for Family Case Managers, Residential Providers, and Licensed Child Placement Agencies.
- Assist Rate Setting Unit with audits of Residential Providers and Licensed Child Placement Agencies.
- Assist Eligibility Unit with management of the adoption assistance status reporting process. Specific tasks will include:
  - Preparing for the return of status reports.
  - Updating tracking system with status report returns.
  - Directing questionable status reports to a secondary process for further research.
  - Managing the returned mail process.
  - Assisting with second mailing process.
  - Assisting with phone calls.

**Job Requirements:**

- Basic knowledge of the mission and role of DCS.
- Basic knowledge of the work performed by Family Case Managers.
- Analytical skills.
- Ability to handle multiple projects.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to perform comfortably in fast-paced, deadline-oriented work environment.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

The Intern will provide assistance with audits, survey/sampling data, and IV-D eligibility reports and mailings. Guidance will be provided by the Assistant Deputy Director and Unit Supervisors.

**Responsibility:**

The Intern will assist with projects relating to IV-D eligibility, rate setting, and cost allocation.

**Personal Work Relationships:**

The Intern will work with staff from the Central Eligibility Unit, as well as others from within the agency's central office.



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<b>Employee Name:</b>		
<b>Agency:</b> Indiana Department of Child Services		<b>BU:</b> 00502
<b>Division:</b> Practice Support	<b>Section/District:</b>	
<b>Job Title:</b> DCS Practice Support		<b>Job Code:</b> 2WST
<b>Working Title (if different from above):</b> DCS Practice Support Intern		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date:</b>

**Purpose of Position/Summary:**

The Intern will report to the Deputy Director of Practice Support and will assist with several projects within the Practice Support division.

**Essential Duties/Responsibilities:**

- Assist the practice support division in the ongoing enhancement of a continuous quality improvement review process.
- Assist in the organization and implementation of qualitative and compliance reviews of random samples of service program cases.
- Assist in the managing of reviewers who conduct periodic qualitative and compliance reviews throughout the state.
- After receipt of training participate in the interviewing of clients, police officers, perpetrators, doctors, lawyers, school officials, social workers, neighbors, court officials, regional managers, county directors, case manager supervisors, family case managers and others as needed.
- Analyze results and assist in preparing reports of reviews and recommend improvements to the quality of services provided by the Department of Child Services.
- Assist in the research of child welfare policies based on best practice, federal and state law, and administrative rules.
- Review policies to identify gaps in recommend policies/procedures to eliminate these gaps.
- Assist in managing task through the policy work flow and approval process.

**Job Requirements:**

- Relevant knowledge and expertise of Child Welfare.
- Basic understanding psychological/social science related statistics.
- Good writing skills.
- Ability to consult with DCS staff, clarifying and interpreting all procedures and practice guidance related to policy creation and revision.
- Ability to evaluate federal and state statues into practical applications.
- Ability to relate to diverse groups.
- Ability to utilize personal vehicle and travel within the state limits.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

The work performed will require critical thinking and analysis skills. The Intern will use knowledge of child welfare policies and practices in order to review carryout the job duties.

**Responsibility:**

The Intern will assist with projects relating to the quality improvement review process, qualitative and compliance reviews, child welfare best practice research, and policy reviews. Guidance will be provided by management within the Practice Support division.

**Personal Work Relationships:**

The Intern will work with staff from the Practice Support division, as well as others from within the agency's central office.



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<b>Employee Name:</b>		
<b>Agency:</b> Indiana Department of Child Services		<b>BU:</b> 00502
<b>Division:</b> Legal Operations	<b>Section/District:</b>	
<b>Job Title:</b> DCS Legal Operations Intern		<b>Job Code:</b> 2WST
<b>Working Title (if different from above):</b> DCS Legal Operations Intern		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date:</b>

**Purpose of Position/Summary:**

The Intern will report to the Deputy General Counsel and assist with division projects and periodic child welfare reports.

**Essential Duties/Responsibilities:**

- Assist in establishing and enhancing the division’s SharePoint site.
- Assist in the agency’s Child and Family Services Review and Program Improvement Plan hearing timeliness project.
- Assist in organizing monthly Continuing Legal Education event.

**Job Requirements:**

- Ability to consult with DCS staff to clarify and interpret procedures and practices.
- Good writing skills.
- Ability to handle multiple projects.
- Excellent communication skills.
- Excellent organizational skills and attention to detail.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

The work will require the Intern to have a well-rounded understanding of child welfare policies and procedures and their roles as they relate to the Legal Operations division and the agency.

**Responsibility:**

The Intern will provide assistance with division projects and reports relating to child welfare services. Guidance will be provided by the Deputy General Counsel.

**Personal Work Relationships:**

The Intern will work with staff from the Legal Operations division, as well as others from within the agency’s central office.



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<b>Employee Name:</b>		
<b>Agency:</b> Indiana Department of Child Services		<b>BU:</b> 00502
<b>Division:</b> Legal Operations	<b>Section/District:</b> Contracts	
<b>Job Title:</b> DCS Legal Operations 3 Intern		<b>Job Code:</b> 2WST
<b>Working Title (if different from above):</b> DCS Legal Operations Intern		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date:</b>

**Purpose of Position/Summary:**

The Intern will report to the Attorney overseeing contracts in the DCS Legal Operations division and will assist with contract projects.

**Essential Duties/Responsibilities:**

- Track all the contractual projects occurring during the summer going on this summer.
- Document changes in relationships with residential providers and licensed child placing agencies brought about by current litigation.

**Job Requirements:**

- Understanding of the State’s contract policies and procedures.
- Ability to consult with DCS staff to clarify and interpret procedures and practices.
- Good writing skills.
- Ability to handle multiple projects.
- Excellent communication skills.
- Excellent organizational skills and attention to detail.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

The work will require the Intern to have a well-rounded understanding of the State’s contract administration policies and procedures.

**Responsibility:**

The Intern will track contractual projects and document changes brought about by the current litigation. Guidance will be provided by the Lead Contracts Attorney.

**Personal Work Relationships:**

The Intern will work with staff from the Legal Operations division and Contracts Unit within the Finance division, as well as others from within the agency’s central office.



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<b>Agency:</b> Indiana Department of Child Services		<b>BU:</b> 00502
<b>Division:</b> Legal Operations	<b>Section/District:</b>	
<b>Job Title:</b> DCS Legal Operations 2 Intern		<b>Job Code:</b> 2WST
<b>Working Title (if different from above):</b> DCS Legal Operations Intern		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date</b>

**Purpose of Position/Summary:**

The Intern will report to the Deputy General Counsel in the DCS Legal Operations division and will be assigned projects relating to residential licensing, foster care licensing, background checks, and the interstate compact on the placement of children (ICPC).

**Essential Duties/Responsibilities:**

- Assist the Deputy General Counsel in researching and writing updated foster care and residential Indiana Administrative Code rules.
- Assist Deputy General Counsel in developing a computerized training for foster care licensing based on the foster care manual.
- Assist residential field consultants in conducting residential licensing audits and investigations.
- Assist residential licensing unit manager in revising licensing audit tool.
- Assist ICPC unit in ICWIS data cleanup.
- Assist the Background Check Unit in uploading data to new fingerprint vendor system.

**Job Requirements:**

- Basic understanding of child welfare policies and practices.
- Experience operating and navigating computerized/database systems.
- Ability to handle multiple projects.
- Excellent communication skills.
- Excellent organizational skills and attention to detail.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

The Intern will provide assistance with projects relating to residential licensing, foster care licensing, background checks, and the interstate compact on the placement of children. Guidance will be provided by the Deputy General Counsel and Unit Supervisors.

**Responsibility:**

The Intern will assist with researching and updating foster care rules, developing foster care licensing training, conducting residential licensing audits and investigations, cleaning up data in ICWIS, and uploading fingerprint data into vendor system. The work will require the Intern to have a well-rounded understanding of the licensing and background check policies and procedures and their role within the agency.

**Personal Work Relationships:**

The Intern will work with staff from the Legal Operations division, as well as others from within the agency's central office.



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<b>Employee Name:</b>		
<b>Agency:</b> Indiana Department of Child Services		<b>BU:</b> 00502
<b>Division:</b> Staff Development	<b>Section/District:</b>	
<b>Job Title:</b> DCS Staff Development Intern		<b>Job Code:</b> 2WST
<b>Working Title (if different from above):</b> DCS Staff Development Intern		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		<b>Effective Date:</b>

**Purpose of Position/Summary:**

The Intern will report to the Deputy Director of Staff Development and will be assigned the task of developing a *Realistic Job Preview* video outlining the role and type of work performed by the agency's Family Case Managers. The Intern will create a 20 minute video that potential Family Case Manager applicants will be able to view. The video will aid in recruiting and retaining Family Case Managers by offering applicants a realistic snapshot of the work that our Family Case Managers perform everyday.

**Essential Duties/Responsibilities:**

- Develop script and identify the video clips needed and types/numbers of interviews needed.
- Preview videotape already completed by Calamari Productions to determine if any footage is helpful.
- Complete taping of all identified interviewees.
- Videotape any other scenes identified in script, such as Courtroom, Child Advocacy Centers, Child and Family Team Meeting, etc.
- Edit tape to develop final product for use in the recruitment process and possible use on website.

**Job Requirements:**

- Coursework in producing video and/or experience with filming/editing projects.
- Basic understanding of role and mission of DCS and its Family Case Managers.
- Ability to handle multiple projects.
- Excellent communication skills.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

The work involved with developing the *Realistic Job Preview* video will be new in nature; however, the Intern will be able to view several existing videos from other states to compare formatting and content. The Intern must consider many variables when developing the script and video clips (i.e. child welfare/agency policies and practices, the role of the Family Case Manager, etc.). The Intern must also take into consideration the various stakeholders within the agency (i.e. Staff Development, Field Operations, Practice Support, Human Resources, etc.).

**Responsibility:**

The Intern is responsible for developing a *Realistic Job Preview* video that will aid in recruitment and retention of the agency's Family Case Managers by offering applicants a realistic snapshot of the work that our Family Case Managers perform everyday. The Intern will lead this project and will be provided guidance from the Deputy Director of Staff Development regarding the desired outcomes and best approaches to attain those outcomes.

**Personal Work Relationships:**

The Intern will work with staff from the Staff Development, Communications, Human Resources, Field Operations, and Practice Support divisions, as well as others from within the agency's central office.