

GENERAL INFORMATION

DSHR Copy     Agency Copy  
 Position Number: 61082640    Agency Code: L 0 4 0    Department of Social Services  
 Division / Section: CWS/Child Health & Well-Being    Loc. Code: C 0 8    City: Columbia    County: Richland  
 Employee Name: Gwynne B. Goodlett    County Code: 4 0    Is position in Central Office? Y    Y/N    Employee Number: \_\_\_\_\_  
 Current State Title: Program Manager III    Class Code: AH55    Band: 0 6    PCA Code: 1 C 9 0  
 Deputy State Director    Supervisor State Title: 6 1 0 1 5 8 3 9    Position Number: U A 0 3    Class Code: \_\_\_\_\_

SOURCE OF FUNDING

State %: 0 0 0    Federal %: 0 5 2    Other %: 0 4 7    4 3

REQUESTED ACTION INFORMATION

Requested Action: Update    Requested State Title: Program Manager III    Date: \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_    Reviewed By: \_\_\_\_\_    Date: \_\_\_\_\_  
 Class Code: A H 5 5

THE FOLLOWING SECTION OF THE POSITION IS TO BE COMPLETED BY THE SUPERVISOR

- What are the minimum requirements for the position? (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)  
 STATE: A bachelor's degree and relevant program management experience.  
 AGENCY: A master's degree and five (5) years of experience in any combination of social work, management, business administration, administrative services or public administration; or a bachelor's degree and six (6) years of experience in any combination of social work, management, business administration, administrative services or public administration.
- What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?  
 Knowledge of foster care is helpful, but not essential. Candidate must be comfortable working with cross-functional teams and developing accountability systems to improve quality, performance and health outcomes. Maintains expert knowledge of public health care financing and administration. Extensive knowledge of state and federal laws, regulations, policies, and practices related to child welfare services. Extensive experience in public health and community-based systems. Extensive experience in grant applications and reporting. Experience in management of complex budgets, management of large teams, experience in communications with media and high level stakeholders including governmental and community partners.
- Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.  
 Works under the general supervision and direction of the Deputy State Director for Child Welfare Services with assignments having broad objectives which require extensive and independent judgment. Excellent problem solving, analytic, and negotiation skills. Ability to self-direct. Excellent oral and written communication skills.
- Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).  
 Must possess a valid driver's license and requires occasional overnight travel.

**STATE OF SOUTH CAROLINA POSITION DESCRIPTION**

**1. Job Purpose:**

Under limited supervision reporting to the Deputy State Director for Child Welfare Services, this position will develop, administer, and manage the following programs and services: child and adolescent health care, clinical and behavioral health care, oversight and monitoring of psychotropic medication, therapeutic foster care, specialized treatment services, and educational services and support. Maintains expert knowledge of public health care financing and administration. Ensures the Deputy State Director of the Child Welfare Services Division is informed about projects, assignments, and developments.

**2. Job Functions:**

1. This position will have central responsibility for designing and implementing a plan that ensures children in state custody due to parental abuse and neglect receive the health and behavioral health services they need. Requires extensive work with the State Health and Human Services Agency that oversees the Medicaid program and Select Health, the MCO that serves children in foster care in South Carolina.
2. Supports the development of health and behavioral health training and guidance for foster care caseworkers, coordinates the activities of the FCAC, develops and tracks reporting systems to monitor children with select conditions or complex medical, behavioral health or medication needs. This office will house the Chief Medical Officer.
3. Under limited supervision develops, administers, and manages the following programs and services: child and adolescent health care, clinical and behavioral health care, oversight and monitoring of psychotropic medication, therapeutic foster care, specialized treatment services, and educational services and support. Develops and implements strategic plans designed to promote the achievement of safety, permanency, and well-being outcomes for children and families.
4. Develops policies, procedures, protocols, and practices designed to achieve safety, permanency, and well-being outcomes for children and families. Drafts and compiles strategic and accountability reports related to the programs and services administered by Child Welfare Services. Implements continuous quality improvement processes to achieve safety, permanency, and well-being outcomes for children and families.
5. Participates in community, governmental, and educational activities and meetings to represent the Child Welfare Services program and to provide input on program related issues.
6. Ensures that Personal Identifying Information (PII) is properly used, accessed, gathered, shared and disposed. Protects agency networks and applications by safeguarding systems, equipment and data.
7. Performs other related duties as required.

Essential / Marginal (E or M)	Percentage of Time
1. E	1. 25%
2. E	2. 20%
3. E	3. 25%
4. E	4. 15%
5. E	5. 5%
6. E	6. 5%
7. E	7. 5%

**3. Supervisory Responsibilities**

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

(1)	STATE TITLE	NUMBER	Number of employees directly supervised:
(1)	Program Manager II/Program Manager I	2	4
(2)	Child Psychiatrist	1	
(3)	Administrative Assistant	1	Total number supervised: 19

**4. Comments:**

The above description is an accurate and complete description of this job.

**Gwynne B. Goodlett**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date