

Orleans Parish Juvenile Court (OPJC)
Title IV-E Compliance Monitor (CM)

JOB SUMMARY: The incumbent will be responsible for the implementation and maintenance of OPJC’s Title IV-E contract with the Louisiana Department of Children and Family Services (DCFS). The CM will directly and exclusively oversee compliance for the Court’s Title IV-E program, which provides foster care pre-placement prevention services and other administrative activities eligible for reimbursement pursuant to the provisions of the Federal statute (42 U.S.C. §§670 – 679(c)) and its attendant regulations.

The Title IV-E Compliance Monitor will monitor, track, record and document the completeness, accuracy, collection and delivery of all documents relative to OPJC’s Title IV-E contract. The CM will serve as court liaison between OPJC and DCFS representatives, assigners and contractors. The CM will assist in the planning, organization and presentation of regular Title IV-E training, including case plans, case plan addendums and RMS compliance. CM will report to the Judicial Administrator and Chief Judge.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following:

- Ensures that appropriate client confidentiality is maintained as required by the provisions of the federal statute and regulations as well as OPJC’s contract with DCFS.
- Maintains the code amendments, policies, procedures, template forms, and Title IV-E handbooks to ensure federal compliance.
- Collaborates with community partners as it relates to the provision of pre-placement prevention services.

TYPICAL DUTIES

- Oversees and ensures data collection and data integrity; file review and case audit compliance; and the dissemination, completion and collection of case plan addendums, back up documentation and other pertinent records necessary for the verification of program compliance.
- Assists in identifying pre-placement prevention service gaps and in locating pertinent resources within the community.
- Oversees and maintain all files and documentation in an orderly and expeditious manner.

- Responsible for supporting all OPJC personnel in meeting Title IV-E program requirements and for developing and maintaining strong working relationships with colleagues, DCFS staff and community partners.
- Coordinates the Title IV-E program to include but not limited to:
 - Assisting case managers, probation officers and administrative personnel in the preparation, completion and safeguarding of all documents necessary to substantiate individual clients' eligibility for Title IV-E benefits;
 - Submitting all statistical and program reports needed to satisfy local, state and federal requirements;
 - Maintaining and updating all reports and records; reviewing all financial documents; and assuring the integrity of billing/payment process(es);
 - Assisting DCFS staff in completing program audits; and
 - Assuring implementation of all audit recommendations.
- Conducts bi-annual compliance reviews for all participating Court programs.
- Compiles and maintains a current listing of all program participants.
- Responsible for other relevant duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to communicate effectively both verbally and in writing and to manifest competence in interpersonal relations including conflict resolution.
- Ability to represent OPJC in a professional manner at all times, thereby engendering and sustaining the respect and confidence of peers, clients, professional colleagues, and the general public.
- Ability to carry out instructions furnished in verbal or written format.
- Understanding of cultural issues in establishing rapport and eliciting cooperation and information from clients, caregivers, case managers, probation officers, and other pertinent individuals.
- Knowledge of and demonstrated cultural competency in working with New Orleans' diverse cultural communities.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Social Work, Human services or related field.
- Familiarity with the Title IV-E eligibility determination requirements for "reasonable candidates" for foster care and the documentation necessary to substantiate candidacy.
- A minimum of 3 years' experience, working in a Title IV-E program.

PREFERRED REQUIREMENT:

- Master's Degree in Social Work, Human Services or related field.
- Familiarity with the Title IV-E eligibility determination requirements for "reasonable candidates" for foster care and the documentation necessary to substantiate candidacy.
- Experience working in program planning and or grant writing.

OTHER REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the Drug & Alcohol Free Workplace Policy.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Title IV-E Compliance Monitor for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name