



**PROCEDURE**

<b>Title/Subject: Workload Assignment</b>			
<b>Policy #: OPS – 106</b>	<b>Page 1 of 1</b>	<b>Adoption Date: 1-28-05</b>	<b>Revision Date: 10-9-07</b>
<b>Approved By:</b>		<b>Title: President/Chief Executive Officer</b>	
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<b>Distribution Date:</b>			
<b>Authority Reference: G4.1.04</b>			

The Florida Center for Child and Family Development (The Florida Center) manages the agency’s operations prudently and effectively in order to meet the needs of persons served, personnel and the organization. The management staff of The Florida Center regularly assesses the size of employee workloads by reviewing:

- ✓ The number of staff available to complete needed services
- ✓ The time required to accomplish assigned tasks and job responsibilities
- ✓ The service volume, accounting for the assessed level of needs of new and current clients
- ✓ Standards of best practice
- ✓ Available work space for needed services

The Early Childhood Education programs adhere to standards of best practice as determined by the National Academy of Early Childhood Programs (NAEYC) and Chapter 65C-22 of the Florida Administrative Code, Child Care Standards (September 12, 2004) for teacher to child ratio. These standards are based upon the age of the children served, and ensure that sufficient staff are available to provide frequent personal contact, meaningful learning activities, and immediate care as needed.

Healthy Families Sarasota adheres to standards of best practice as determined by Healthy Families America. Family Support Workers have a caseload size of no more the fifteen (15) families at the most intensive level and no more than twenty-five (25) families at any level.

Mental Health Clinicians maintain outpatient client loads of 20-30 individuals, depending on the intensity of service required to meet the need of each individual case. Additional staff are hired as workloads increase beyond that for current staff to manage. Each center-bases mental health clinician is assigned an individual office in order to provide therapy services. Field-based clinicians may share an office space with access to department resources, including computers