



## Job Description CASE MANAGER

- FUNCTION:** This position is responsible for protecting the health, safety, and well-being of the children on their caseload and provides clinical and technical support to foster and adoptive parents through case management services, crisis management, home visits, weekly contact, monitoring of service compliance, documentation, ongoing training and advocacy. The main objective for this position is to effectively work towards achieving permanency for children while actively assessing the needs of the child and the foster/adopt parent, and coordinating interventions when necessary.
- SUPERVISOR:** Program Manager, CPMS
- QUALIFICATIONS:** A Bachelor's degree from an accredited college or university in social work or other human service field; and a minimum of (1) year of documented full time work experience in a child-placing agency providing individualized therapeutic services to children and adolescents with special needs and their foster/adoptive families.
- Must have own transportation
  - Must maintain a clear criminal background
  - Must maintain a clear driving record
  - Must be organized as well as, have excellent verbal, written and communication skills and the ability to work collaboratively with children, families, collaborating agencies, community professionals, and SHCS treatment team.
  - Able to effectively manage significant documentation.
  - A self-starter, able to work with minimal supervision.
  - Able to prioritize and be accountable for timeliness to complete projects in a timely manner.
  - Proven ability to assess children's needs and determine appropriate placement.
  - Possess sensitivity to the service population's cultural and socio-economic characteristics.
  - Ability to organize, multitask and prioritize duties and responsibilities efficiently.
  - Ability to work independently.

- Personal qualities of integrity, credibility, and a commitment to and passion for SAFE HAVEN COMMUNITY SERVICES's mission

**CATEGORY:** Salaried Exempt

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides case management services for all assigned children, working with other family support providers for guidance and assistance. Maintains average caseload of 25-30 children and families total
- Conducts face to face interviews with each family and child (individually) at least one time per month or more often if needed
- Maintains a working relationship with the foster and adoptive parents, teachers, therapists, CPS caseworkers, attorneys, child advocates, birth family, and significant others in order to implement successful treatment for each
- Writes individualized service plans (ISP), admission assessments, and monthly progress notes
- Trains and supervise foster and adoptive parents in the implementation of individualized service delivery for each child placed in their home.
- Maintain appropriate boundaries between field professional, foster and adoptive parents, and personal issues
- Respect the dignity and worth of children, foster and adoptive parents
- Maintain child's confidentiality per agency standards and all applicable codes of ethics
- Consider the environmental, cultural, safety, diversity issues and needs for the child, foster and adoptive parent and child
- Identify and understand the strengths, abilities and competencies of the child, foster and adoptive parent
- Assist the adoptive family with completing adoption subsidy process
- Complete assignments on time

Case Reviews and Services Meetings:

- Participate in foster care and adoption program development as needed
- Participate in developing individual and group training for foster and adoptive parents as needed
- Participate in monthly foster and adoptive parent support groups as needed
- Participate in weekly supervision meetings with immediate supervisor and/or Program Director
- Participate in monthly agency staff meeting
- Participate in foster/adopt parents development and/or corrective action plan meeting
- Participate in child placement preservation plan meetings
- Participate in DFPS permanency planning, court hearings, and school related meeting for the child

- Participate in plan of service meetings and reviews, collaborative intake meetings, as well as subsequent placement, respite, and discharge meetings

#### Implementation:

- Documentation of meetings, contacts, and case progress by completing paperwork, progress notes, incident reports, and writing individual services plans
- Maintain regular communication through phone calls, emails and home visits with foster and adoptive parents
- Notify foster care providers and confirm scheduled services appointments for children when needed
- Attend monthly or quarterly psychiatric evaluation sessions with the foster care provider and child
- Lead monthly meetings with foster and adoptive parents to review child's progress and overall relationship between child and parent, as well as assist foster and adoptive parents in designing behavior interventions and responding to child's behavior appropriately
- Facilitate quarterly inspections at foster and adoptive homes to review licensing standards, document non-compliances and follow-up re-inspections

#### Transportation Services:

- Transport the child to sibling and family visits, when necessary to ensure that the child maintains family connection
- Transport the child to nonemergency medical, dental, psychiatric, psychological, and other service appointments, when necessary to ensure the child's health and well-being is maintained

#### Tracking Out Comes for Children in Care:

- See DFPS Residential Child Care Contract

#### Professional Development:

- Use and follow a professional development plan to address own strengths and limitations in periodic and annual reviews
- Attend scheduled in-service training in order to develop professional skills
- Meet with immediate supervisor on a semi-annual basis in order to review performance, accomplishments, challenges and job descriptions
- To be a flexible member of the agency's team in order to accomplish the overall agency goals

#### Supervision:

- Communicate regularly with immediate supervisor and seek supervision when necessary
- Be prepared to address appropriate issues and challenges, including sharing your solutions during supervisory conferences and meetings
- Accept and implement direction, instructions and corrections from immediate supervisor
- Complete other job related duties as assigned by immediate supervisor

**How to Apply:**

Applicant must submit their professional resume to [Jobs@safehavencommunityservices.org](mailto:Jobs@safehavencommunityservices.org).