



Out of Home Care Worker Placement Division

ACCOUNTABILITIES: Using a family-centered, neighborhood-based (FCNB) services approach, matches children in need of placement with LCCS/network foster care homes, group homes, or treatment institutions where the individual needs of children can be met. To thoroughly communicate and document the pertinent information shared with potential caregivers, allowing caregivers to make informed decisions regarding placement.

ESSENTIAL DUTIES:

Participates in on-site and community-based interdisciplinary family case conferences and secures pertinent information in order to make appropriate placement matches for children entering or changing out of home care. In consultation with managers, contacts foster families/networks, group homes, and/or treatment institutions in order to: 1) discuss complete and accurate information regarding the characteristics of the child/children needing placement; 2) confirm placement rates; and 3) secure the desired placement. Appropriately responds to ever-changing placement needs and priorities. Notifies appropriate agency personnel of placements or change of placements. Within established guidelines, assesses clothing needs for children entering foster care and issues initial purchase orders for clothing.

Produces written documentation related to placement searches and child presentations. Summarizes and/or updates pertinent information regarding a child's health, behaviors, family background, etc., into a Child Social History/Characteristic Inventory (CCI) and ensures the document is provided to care givers in a timely manner. Gathers information and documents from schools, courts, therapists, family members, etc. Uses a variety of computerized and other information/communication systems: SACWIS and/or LCCS client records, case notes/activity logs, payroll/timesheet records, mileage reports, telephone, email, intranet, internet, electronic calendaring/itineraries, etc. Keeps records in accordance with Agency and federal/state mandates. Ensures that case notes/activity logs contain essential information regarding activities and observations and are timely entered. Ensures the confidentiality of client/case information.

Through collaboration with foster, home study, and treatment caseworkers and through computer-stored data, accesses information regarding LCCS foster families' skills, abilities, and placement options. Maintains up-to-date knowledge of placement criteria for group homes and treatment institutions. Visits foster homes, group homes, and treatment institutions to develop familiarity with placement resources. Assists in identifying and advocating for supports when needed to meet a child's need or to secure/maintain a placement. Informs foster care caseworkers of a care giver's support needs or other issues regarding the child/children in placement.

Completes prescribed training hours annually. Attends unit, departmental and Agency staff meetings. Participates in Agency committees, meetings, discussions, and initiatives regarding improved outcome achievement by the Agency in the areas of safety, permanency, and well-being of children. Participates in pre-service training of foster families. Attends Cluster/Team meetings and provides information and recommendations on placement resources.

Drives to/from foster homes, Agency, community resource centers, and other facilities related to placement resources.

NON-ESSENTIAL DUTIES: Performs other related tasks as assigned.

ESSENTIAL BEHAVIORS: Ability to utilize general casework, interviewing, public relations, and communication skills. Ability to work within tight timeframes. Ability to prioritize, manage multiple demands, and effectively manage work time. Ability to comprehend complex issues and to clearly communicate and document those issues. Ability to independently develop appropriate placement plans, while also performing as a 'team player.'

MINIMUM QUALIFICATIONS: Associates degree in human services related studies required. Valid driver's license, automobile insurance, and reliable automobile required. Residential or other personal telephone required. Ability to work a flexible schedule, including evenings. Ability to work overtime, often with little or no prior notice. Personal computer skills required. Ability to work effectively in cross-cultural situations required.