



Foster Care Worker Managerial/Professional Division

ACCOUNTABILITIES:

To provide casework services that support children in Agency foster care settings. To ensure that personal casework practice is reflective of critical Agency philosophies and responsibilities concerning, but not limited to, confidentiality, professionalism, cultural competency, family-centered, neighborhood-based (FCNB) services, child safety, social work ethics, family integrity, and timely permanency for children.

ESSENTIAL DUTIES:

Provides casework services that support and stabilize the placements of children in family foster care: Conducts home visits, increasing contacts and support when warranted. Provides guidance, assistance, and advocacy to families in resolving problems relating to the children placed in their foster home. Makes ongoing assessments of foster families' ability to meet the specific mental, emotional and physical needs of children placed in their care. Identifies specific training needs for foster families, develops and monitors a training plan to meet the identified needs. Discusses cases in supervisory conferences and monitors and advises supervisor of critical incidents. Provides ongoing monitoring, support and evaluation of assigned foster families. Ensures that foster homes are in compliance with state & Agency laws and rules/policies. Complete recertification of foster homes. Attends resource staffings. Assists the OHC unit in screening placement requests and identifying the most appropriate available placement.

Employs interpersonal skills and behaviors that are appropriate for the helping professions. Uses engagement skills effective for working with substitute caregivers and children/teens. Intervenes in effective ways to de-escalate difficult situations. Utilizes an understanding of culture and its function in human behavior and society to provide services that are sensitive and responsive to cultural differences. Communicates clearly—verbally and in writing—and displays good active listening and interviewing skills. Develops cooperative working relationships with families, caregivers, other professionals, co-workers, and other Agency staff.

Uses a variety of computerized and other information/communication systems: SACWIS and/or LCCS client records, case notes/activity logs, case plans, correspondence, 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 and entered according to department standards. Ensures the confidentiality of client/case information.

Drives extensively to/from foster homes, Agency and other facilities related to maintaining appropriate and adequate services to families. Transports children and family members when necessary and appropriate to hearings, meetings, appointments, etc.

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. May participate in other Agency/community committees, initiatives, or activities, and may assist in community education through Speaker's Bureau.

Participates in foster/adoptive recruitment efforts including community outreach initiatives, development of informational materials and new recruitment methods, recruitment events, etc. Assists in the identification, development, and maintenance of quality foster homes. Participates in foster and adoptive family training (pre-service, on-going and individualized training.)

NON-ESSENTIAL DUTIES:

Performs other related duties as assigned by supervisor, including the completion of home studies and other support to departmental casework staff.

ESSENTIAL BEHAVIORS:

Ability to support children in substitute care with sensitivity and empathy. Ability to make independent assessments and evaluations of placement resources. Ability to engage and develop positive relationships with others. Ability to manage time through prioritization of tasks/responsibilities and organizational skills.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with major in Social Work or related field required. Must be a Certified Adoption Assessor or have the ability to complete required Adoption Assessor Training within nine (9) months. Experience in general casework, foster care, residential child care or child development program preferred. Ability to work a flexible schedule, including evening and weekend work required. Valid driver's license, automobile insurance and reliable automobile required. Personal cell phone for work use required. Personal computer skills required. Ability to work effectively in cross cultural situations required.