



Agape Manor Home- Child Placing Agency

Job Description

Case Manager- Child Placing Staff

Job Title:	Case Manager-Child Placing Staff
Reports to:	Treatment Director/ Program Manager
Position:	Full Time
Date of this Description:	07-01-2007

Primary Responsibilities:

Provide case management services, including child-placing activities, to ensure the needs and best interests of the children are being met. Case managers are child-placing staff that coordinates services and elements of services for each of the children on their caseload.

Other Duties and Responsibilities.

- Completing admission /intake assessment and recommend whether to admit a child for placement and participate in child placement activities.
- Recommending the agency home for the child's initial and any subsequent placement;
- Developing Diagnostic Assessments and Service plans;
- Convene plan of service review meetings as needed;
- Write case notes to document services and communication;
- Provide supervision and in-service training for foster parents;
- Act as liaison between foster parents and the agency;
- Coordinate services of the various specialists who provide service to the child;
- Complete home visits and have face to face contact with children to ensure placement is safe and meeting the child's needs:
- Conduct regular monitoring visits to Agency homes to ensure compliance with the Agency's policies and procedures, DFPS minimum standards and contract guidelines and support and provide ongoing support to the families
- Develop correction /action plans for families that fail to comply with the standards.
- Conduct internal investigations as directed by the Agency management or DFPS.
- Participate in quality assurance and utilization review activities as assigned by the child placement management staff;
- Participate in team meetings, agency goals and objectives as assigned by supervisor;
- Complete orientation and in service trainings as requested and assigned by supervisor;
- Workload includes case management of up to 20 children and their foster families.
- Other duties and responsibilities assigned time to time for the effective functioning of the Agency

Minimum Qualification

Must meet the following General requirements and Educational and Experience requirements.

General Requirements

- Behavior or health status must not present a danger to children in care.
- Must clear a DFPS Background Check. Out of State employees must be cleared of an FBI finger print check.

- Have a record of a tuberculosis screening, showing the employee is free of contagious TB.
- Be physically, mentally, and emotionally capable of performing assigned tasks and must have the skills necessary to perform assigned tasks;
- Complete a notarized Licensing Affidavit for Applicants for Employment form, as specified in Human Resources Code, §42.059.

Educational and Experience Requirements

Educational qualifications:	Professional qualifications:
<p>1. A master’s degree from an accredited college or university on social work or other human services field; (B) Nine credit hours in graduate level courses that focus on family and individual function and interaction. or</p> <p>2. A master’s degree from an accredited college or university. or</p> <p>3. A bachelor’s degree from an accredited college or university in social work or other human services field: and Nine credit hours in graduate level courses that focus on family and individual function and interaction.</p>	<p>One year of documented full-time work experience in a child-placing agency under the direct supervision of a person fully qualified to conduct child placement management activities.</p> <p>Two years of documented full-time work experience in a child-placing agency under the direct supervision of a person fully qualified to conduct child placement management activities.</p> <p>Two years of documented full-time work experience in a child-placing agency under the direct supervision of a person fully qualified to conduct child placement management activities. The experience in all three options above may include a maximum of 350 hours of formal, supervised field placement or practicum in child placing activities;</p>

Declaration

I have read and fully understand my duties as Case Manager / Child Placing Staff

Employees who witness or who suspect an incident of child abuse or neglect, exploitation or a serious incident are expected to report such an occurrence to the Supervisor, Administrator or the Executive Director within 24 hours of his/her discovery of any such incident or an alleged incident.

I hereby acknowledge that I have been made aware of the policy regarding abuse, neglect exploitation or a serious incident and will report any such occurrence to the appropriate individuals and authorities, including TDFPS, within 24 hours of such alleged abuse or neglect.

Employee Signature

Date

Supervisor

Date