

<b>Job Title</b>	<b>Foster Care Coordinator</b>
<b>Employer/ Agency</b>	SAFE HAVEN COMMUNITY SERVICES
<b>Job Description</b>	<p>The Foster Care Coordinator is responsible for the supervision and coordination of all case management services and support activities of the program under the direction of the Program Director and in accordance with DFPS Residential Contract Guidelines, RCCL Minimum Standards and SHCS policies, procedures, and protocols.</p> <p><u>Case Manager Supervision and Support:</u></p> <p>Provides direct supervision of case managers and is accountable for results; Reviews and assists staff in the completion of reports, including but not limited to; Progress Reports, Treatment Plans, etc., to assure compliance with Agency and DFPS requirements; Completes supervisory notes and documentation in extended reach for all assigned cases; Reviews placement, subsequent placement, and discharge packets documentation for case managers; Provides direct service or intervention in cases when the case manager is absent, or when otherwise advisable, and is accountable for results; Monitors activities of assigned case managers and completion of assigned tasks and submission of all forms and documents in accordance with established policies and procedures.</p> <p><u>Case Staffing and Review:</u></p> <p>Meets with case managers to conduct individual supervision on all cases at least once a week and is accountable for communication and understanding of all information relative to case management; Documents supervision on all cases and brings supervision documentation to supervision meetings with Program Director; Ensures critical decision staffings are scheduled and conducted in accordance with SHCS policies and procedures; Reports all critical incidents promptly to Program Director.</p> <p><u>Tracking Outcomes:</u></p> <ul style="list-style-type: none"> <li>• Attends department meetings and participates on performance improvement committees as assigned by Program Director.</li> <li>• Works with team to meet performance contract deliverables and outcomes.</li> <li>• Review case files on a regular basis to ensure completeness.</li> </ul>
<b>Qualifications</b>	<p>Master's degree in related field preferred; or a Bachelor's degree from four-year college or university, and 3 year experience working in a private foster care and adoption agency as a child placement staff (CPS) providing individualized therapeutic services to children, adolescents, and their families, worked under the direct supervision of CPMS (DFPS conservatorship work experience is acceptable); and with applicable knowledge of the Department of Family and Protective Services and the Department of Human Services Child Welfare System.</p> <p>Preferred candidate must have a minimum of Two years full-time supervisory case management experience.</p> <p><u>Additional Skills &amp; Abilities:</u></p>

	<p>Must be competent in using relevant computer software programs; Must be able to track data and evaluate information; Must have excellent clinical writing skills; Must be able to travel and work evenings and weekends as required; Must be able to communicate well with a variety of people including, but not limited to DFPS personnel, foster families, casa worker, attorneys, judges, and court officials.</p> <p><u>Training Certification:</u> Special Needs Adoption Training Certified is preferred.</p>
<b>Salary/Hours</b>	34K-40K
<b>Employer/Agency</b>	Safe Haven Community Services is non-profit 501© (3) organization, licensed and funded by the Texas Department of Family and Protective Services. Safe Haven offers an array of services such as foster care, kinship care, transitional living care, and adoption. Our mission is to provide a temporary safe haven, for children and youth who have had some traumatic experience with abuse, neglect, and abandonment until permanency is achieved. Safe Haven is able to facilitate its mission by partnering with individuals and families throughout the greater Houston area who serve as licensed foster care and relative care providers.
<b>Address</b>	7324 Southwest Freeway Suit 835
<b>City, State, Zip</b>	Houston, Texas 77074
<b>Contact Person</b>	Thu Pham
<b>Contact Title</b>	Office Manager
<b>Telephone Number</b>	713-988-7233
<b>Fax Number</b>	Email resume
<b>Email Address</b>	<a href="mailto:tpham@safehavencommunityservices.org">tpham@safehavencommunityservices.org</a>
<b>Application Method</b>	Resume only
<b>Opening Date</b>	December 05, 2014

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