

Job Title	Foster Care Case Manager
Employer/ Agency	SAFE HAVEN COMMUNITY SERVICES
Job Description	<p>This Case Manager is responsible for protecting the health, safety, and well-being of the children on his/her caseload and provides clinical and technical support to foster/adopt family 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 their needs and the foster/adopt family and coordinating interventions when necessary.</p> <ul style="list-style-type: none"> • Participate in Plan of Service meetings and reviews, Collaborative Intake meetings, as well as sub-sequent placement, respite, and discharge meetings. • Notify and schedule services appointments for children when needed. • Attend monthly or quarterly psychiatric evaluation sessions with the foster/adopt family and child. • Transport the child to sibling and family visits, when necessary to ensure that the child maintains family connection. • Transport the child to nonemergency medial, dental, psychiatric, psychological, and other service appointments, when necessary to ensure the child's health and well-being is maintained. • 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 and home visits with foster/adopt family. • Lead monthly meetings with foster/adopt family to review child's progress and overall relationship between child and foster/adopt family, as well as assist foster/adopt family in designing behavior interventions and responding to child's behavior. • Participate in inspections at foster or adoptive homes to review licensing standards and document non-compliances.
Qualifications	<p>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, adolescents, and their families.</p> <ul style="list-style-type: none"> • Must have own transportation • Must have a clear criminal background • Must have 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 co-workers. • Able to effectively manage significant documentation for clients. • A self-starter, able to work with minimal supervision. • Able to prioritize and be accountable for timeliness to complete projects

	<p>in a timely manner.</p> <ul style="list-style-type: none"> • 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
Salary/Hours	Monday – Friday (8:30am – 5:30pm) Must be flexible to work some weekend 30K – 36k
Employer/Agency	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.
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Application Method	Email resume
Opening Date	12/09/2014

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