

<b>Job Title</b>	Case Manager - Houston
<b>Employer/ Agency</b>	Presbyterian Children’s Homes and Services
<b>Job Description</b>	<p>The Foster Care/Adoption Case Manager is responsible for recruitment and retention of foster/adoptive families, for providing guidance, training, and assistance to foster/adoptive parents in the delivery of their responsibilities in caring for the children placed in their homes by the agency. The Foster Care/Adoption Case Manager works closely with individual case workers from the child protective custody division of the Texas Department of Family and Protective Services (TDFPS). This responsibility includes assessment and coordination of services to each individual child, support and education for the foster/adoptive parents in their role as caregivers and treatment providers, and availability to coordinate services with the child’s biological family if appropriate.</p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> <li>• Conducts family home assessments or updates for prospective or verified families as assigned with written study presented within ten working days of last interview.</li> <li>• Provides case management services for all assigned clients working with all other team members for guidance and assistance. Maintains average caseload of 10-18 clients.</li> <li>• Conducts face to face interviews with each foster/adoptive child at least one time per month</li> <li>• Maintains a working relationship with the foster/adoptive parents, teachers, therapists, CPS caseworkers, birth family, and significant others in order to implement successful treatment for each client.</li> <li>• Maintains accurate documentation of client’s records. Audits case records to meet Minimum Standards.</li> <li>• Knowledge of treatment planning and effective treatment interventions for children and foster/adoptive families is required.</li> <li>• Writes individualized service plans (ISP), intake studies, and monthly case notes.</li> <li>• Responsible for serving as a back-up for foster care program statistics, reporting them periodically and reporting payment requests to the appropriate person for billing TDFPS.</li> <li>• Develops and supervises foster/adoptive parents in the implementation of Individualized Service Plans for each child placed in their home.</li> <li>• Provides consultation, conducts individual training (PRIDE, trauma informed, and other behavior interventions) and assists with in-service training for each family on the case manager’s caseload.</li> <li>• Supervises foster/adoptive parents and their record keeping concerning client progress, medical dental and psychiatric information, billing and reimbursement information.</li> <li>• Provides technical, emotional, information sharing and relationship building support to foster/adoptive parents. This support includes facilitating support groups for these clients.</li> <li>• Monitors each foster home quarterly for compliance with minimum standards and program standards providing each family with documentation</li> </ul>

	<p>of compliance or non-compliance with a plan of correction in the case of non-compliance.</p> <ul style="list-style-type: none"> <li>• Participates in on-call intake rotation and manages placement requests.</li> <li>• Completes all assigned tasks and documentation within the allotted time frame in order to maintain compliance with PCHAS policies, contracts, and TDFPS Minimum Standards.</li> <li>• Performs other duties as assigned</li> </ul>
<b>Qualifications</b>	<p><b>Education and Experience:</b> A Bachelor's Degree in Social Work or related field required and a Master's degree preferred. Some experience working with children and families is preferred.</p> <p><b>Skills:</b></p> <ol style="list-style-type: none"> <li>1. Must be well organized</li> <li>2. A self-starter, able to work with minimal supervision.</li> <li>3. Able to prioritize and be accountable for timeliness to complete projects in a timely manner.</li> <li>4. Able to effectively manage significant documentation</li> <li>5. Must have excellent oral and written communication skills</li> <li>6. Should have adequate knowledge of computer programs such as Word, Excel and Internet Explorer</li> <li>7. Must demonstrate the ability to work as a team and harmoniously with others</li> </ol>
<b>Salary/Hours</b>	Commensurate with education/experience; Excellent benefits
<b>Employer/Agency</b>	Presbyterian Children's Homes and Services
<b>Address</b>	7880 San Felipe, Suite III
<b>City, State, Zip</b>	Houston, TX, 77063
<b>Contact Person</b>	Elisa R. Lopez
<b>Contact Title</b>	Human Resource Manager
<b>Telephone Number</b>	210-558-4770
<b>Fax Number</b>	512-476-8468
<b>Email Address</b>	<a href="mailto:employment@pchas.org">employment@pchas.org</a>
<b>Application Method</b>	Apply online: <a href="http://texas.pchas.org/employment/">http://texas.pchas.org/employment/</a>
<b>Opening Date</b>	7/13/2015

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