



# Presbyterian Children's<sup>SM</sup> Homes and Services of Texas and Louisiana

## Seeking a Case Manager for the Foster Care/Adoption Program Houston, Texas

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.

### Essential Job Functions:

- Conducts family home assessments or updates for prospective or verified families as assigned with written study presented within ten working days of last interview.
- Provides case management services for all assigned clients working with all other team members for guidance and assistance. Maintains average caseload of 15-16 clients.
- Conducts face to face interviews with each foster/adoptive child at least one time per month
- 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.
- Maintains accurate documentation of client's records. Audits case records to meet Minimum Standards.
- Knowledge of treatment planning and effective treatment interventions for children and foster/adoptive families is required.
- Writes individualized service plans (ISP), intake studies, and monthly case notes.
- 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.
- Develops and supervises foster/adoptive parents in the implementation of Individualized Service Plans for each child placed in their home.
- 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.
- Supervises foster/adoptive parents and their record keeping concerning client progress, medical dental and psychiatric information, billing and reimbursement information.
- Provides technical, emotional, information sharing and relationship building support to foster/adoptive parents. This support includes facilitating support groups for these clients.
- Monitors each foster home quarterly for compliance with minimum standards and program standards providing each family with documentation of compliance or non-compliance with a plan of correction in the case of non-compliance.
- Participates in on-call intake rotation and manages placement requests.
- Completes all assigned tasks and documentation within the allotted time frame in order to maintain compliance with PCHAS policies, contracts, and TDFPS Minimum Standards.
- Performs other duties as assigned.

### Education and Experience:

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.

### Skills:

1. Must be well organized
2. A self-starter, able to work with minimal supervision.
3. Able to prioritize and be accountable for timeliness to complete projects in a timely manner.
4. Able to effectively manage significant documentation
5. Must have excellent oral and written communication skills
6. Should have adequate knowledge of computer programs such as Word, Excel and Internet Explorer
7. Must demonstrate the ability to work as a team and harmoniously with others

**Working Conditions:**

The Foster Care/Adoption Case Manager performs duties with the office central to performance and home visitation on a regular basis. This is a professional position requiring commitment to whatever hours are needed to complete the work. Extensive daytime and some overnight travel may be required for conducting home visits, providing support to children and families and other activities. For example, extended hours may be necessary (and may include weekends) such as when a new child is placed, or when a child is having difficulty in the foster/adoptive home and parents need added assistance. Extended hours may also be necessary when imposed deadlines need to be met.

Court appearances and meetings at TDFPS are often required. This must be balanced with punctuality and office coverage. Team coordination is vital to maintain a professional atmosphere.

Each case manager will be provided a computer and cell phone or cell phone reimbursement in order to perform their work. Computer stations and office equipment are provided. The case manager will need to have the ability to work in a high energy environment both at the office and in the foster care environment and may include weekends and evenings regularly. On call hours are routine. There is moderate risk of exposure to infectious disease, and physical or verbal aggression from children or foster/adoptive parents may be occasionally present during the course of work.

**Christian Commitment:**

Presbyterian Children's Homes and Services is an independent social service organization governed by its own Board of Trustees. It holds a Covenant Relationship with the Presbyterian Church USA's Synod of the Sun and a Mission Partnership with the ECO Presbyterian Church's Presbytery of Texas and Louisiana. It prefers to employ individuals who are Christians and who possess a Christian commitment to, as well as concern for, children and families in need.

**Contact:**

If you are interested, please apply online at: <http://texas.pchas.org/employment/application/>