

Job Title	Case Manager for Foster Care/Adoption Program
Employer/ Agency	Presbyterian Children’s Homes and Services of TX and LA
Job Description	<p>The Foster Care/Adoption Case Manager is responsible 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 Case Manager is responsible for 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. The services and service delivery to children and families by the case manager must meet standards set by PCHAS foster care policies and procedures, contract requirements of TDFPS, and the TDFPS Minimum Standards for Child Placing Agencies. The case manager is supervised by the Sr. Case Manager and Case Management Supervisor.</p> <p>Core Responsibilities</p> <ol style="list-style-type: none"> 1. 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. This number may vary depending on specific need of foster/adoptive children, foster families, and/or program need. 2. Conducts face to face contact with each foster/adoptive child at least one time per month 3. 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. 4. Maintains accurate documentation of client’s records. Audits case records to meet Minimum Standards and PCHAS policies and procedures. 5. Facilitates the development and ensures the implementation of service plans for each child and family on assigned caseload. 6. Supervises foster/adoptive parents and their record keeping and documentation. 7. Provides overall support including consultation, individual training (TBRI® and other behavior interventions), self-care monitoring, information sharing, and relationship building support for each family on the case manager’s caseload. 8. Monitors each foster home quarterly for compliance with minimum standards and PCHAS policies and procedures. Provides documentation and corrective action planning in the case of noncompliance. 9. Conducts Family Assessments or updates for prospective or verified families as assigned with written study presented for review within ten working days of last interview. 10. Participates in on-call intake rotation and manages placement requests, as assigned. 11. Must be able to work extended hours (may include weekends) when

	necessary to meet needs of children, families, and/or program need. 12. Performs other duties as assigned.
Qualifications	<p><u>Education and Experience:</u> 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><u>Knowledge and Skills:</u></p> <ul style="list-style-type: none"> • Understanding of strength focused work with individuals and families and other strategies as outlined in the PCHAS Way policy and procedures. • Knowledge, experience and skills in managing people, education and interpersonal relationships. • Excellent verbal and written communication skills. • Understanding and commitment to high ethical standards. • Ability to provide leadership, encourage leadership growth in others, but also function as a team member. • Abilities in areas of self-motivation and organization. • Ability to encourage others and demonstrate compassion in all areas. • Ability to meet project deadlines or goals.
Salary/Hours	DOE
Employer/Agency	Presbyterian Children's Homes and Services of TX and LA
City, State, Zip	Duncanville, Texas
Application Method	Apply online at Texas.pchas.org/employment
Opening Date	Immediate

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