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| Job Title | Case Manager |
| Employer/ Agency | Safe Haven Community Services |
| Job Description | <p>This position is responsible for protecting the health, safety, and well-being of the children on their caseload and provides clinical and technical support to foster and adoptive parents 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 the needs of the child and the foster/adopt parent, and coordinating interventions when necessary.</p> <ul style="list-style-type: none"> • Provides case management services for all assigned children, working with other family support providers for guidance and assistance. Maintains average caseload of 25-30 children and families total • Conducts face to face interviews with each family and child (individually) at least one time per month or more often if needed • Maintains a working relationship with the foster and adoptive parents, teachers, therapists, CPS caseworkers, attorneys, child advocates, birth family, and significant others in order to implement successful treatment for each • Writes individualized service plans (ISP), admission assessments, and monthly progress notes • Trains and supervise foster and adoptive parents in the implementation of individualized service delivery for each child placed in their home. • Maintain appropriate boundaries between field professional, foster and adoptive parents, and personal issues • Respect the dignity and worth of children, foster and adoptive parents • Maintain child's confidentiality per agency standards and all applicable codes of ethics • Consider the environmental, cultural, safety, diversity issues and needs for the child, foster and adoptive parent and child • Identify and understand the strengths, abilities and competencies of the child, foster and adoptive parent • Assist the adoptive family with completing adoption subsidy process • Complete assignments on time |
| 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 and adolescents with special needs and their foster/adoptive families.</p> <ul style="list-style-type: none"> • Must have own transportation • Must maintain a clear criminal background • Must maintain 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 |

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| | <p>SHCS treatment team.</p> <ul style="list-style-type: none"> • Able to effectively manage significant documentation. • Possess sensitivity to the service population's cultural and socio-economic characteristics. |
| Salary/Hours | Full Time |
| Employer/Agency | Safe Haven Community Services |
| City, State, Zip | Houston, TX |
| Email Address | Jobs@safehavencommunityservices.org |
| Application Method | Applicant must submit their professional resume to Jobs@safehavencommunityservices.org . |
| Opening Date | ASAP |

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