

EPWORTH

Where Kids Find Strength

Job Title: Assistant Supervisor-Foster Care
Job Classification: Professional (EEO Code 2.0)
Department: Foster Care
Reports To: Foster Care Supervisor
FLSA Status: Full Time/Salary/Exempt
Prepared Date: 5/28/09

Purpose: Provide supervision of case management services for children who are entering, re-entering or currently are in out-of-home care through the successful placement, stabilization, and utilization of services for these children and their families, with a primary focus on permanency and safety for the child. Supervision of Foster Care Case Managers.

Essential Duties and Responsibilities include the following. Other duties as assigned or needed

Ensure that emergency availability is provided to the child, family, and state agency via a pager system and telephone number 24 hours/7days a week.

Maintain recording and documentation of all work with the family and child, including written assessments, treatment plans, case plans, evaluations, and terminations summaries as required by regulatory agencies.

Ensure all required meetings with the biological parents, the child and/or the caregiver is in accordance with contract licensing, and or accreditation requirements. Both visits with the child and caregiver must take place in the home.

Arrange and coordinate Family Support Team (FST) and Team Decision Making (TDM) meetings as required.

Identify and coordinate linkages for child and family with other community resources.

Coordinate with other Epworth child service staff, Children's Division, the court system, and the out-of-home care provider.

Attend all court hearings and prepare all documentation per policy and procedure.

Transports clients to and from appointments, FST, court, school and moves as needed.

Participate in the FST team to decide legal permanency for each case managed.

Participate in Peer Record Reviews for the Children's Division.

Train and guide Case Managers in daily program operations and provide support during intake and emergency situations.

Record data, outcome measurement and other significant information needed to show the effectiveness of and generate billing for the Foster Care program.

Monitor and ensure that Case Managers meet with the child, family members, caregivers and siblings as required by the contract each month.

Serves as an On-Call Supervisor with the consortium agencies.

Supervisory Responsibilities: Foster Care Case Managers

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Must hold a masters degree in social work or related field from an accredited college or university graduate program. Specific training in adolescence and/or family therapy and experience in the delivery of protective social services, family preservation services, or targeted case management services in a public or private agency is desirable. Supervisory experience is preferred.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, public groups and/or clients.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists.

Computer Skills: Email, Typing, and Microsoft Word.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear.

Work Environment: The majority of this job is performed in the community. Will need to transport clients to activities or appointments.

Other: Possession of a valid driver's license, a personal automobile and valid automobile insurance is required.

Employee Signature

Date

Agency Signature

Date