

**LUTHERAN CHILD & FAMILY SERVICE OF MICHIGAN
JOB DESCRIPTION**

**JOB TITLE: FOSTER CARE CASE MANAGER
GRADE: 5**

**EXEMPT/NON-EXEMPT STATUS: EXEMPT
REPORTS TO: SUPERVISOR**

DRAFT

POSITION SUMMARY

Develop, coordinate and implement individualized treatment plans with youth and their families aimed at helping them resolve abuse, neglect and dependency difficulties and identified emotional or psychological problems which led this family into the child welfare system. Coordinate youth's placement plan within foster care, school and community, DHS and juvenile court. Develop a permanent placement plan for children who cannot return home. Provide emergency services 24 hours.

JOB REQUIREMENTS

MINIMUM EXPERIENCE REQUIRED

Practicum placement and/or 1-2 years experience in social services;
Individual and family work experience as part of training internship.

MINIMUM EDUCATION REQUIRED

Bachelor's degree with a major in social work, sociology, psychology, or criminal justice.

SPECIAL SKILLS REQUIRED

Organized work skills; Good written & verbal communication skills; Good assessment skills; Easily relate to children and economically disadvantaged families; Ability to establish trusting relationship; Outreach and advocacy skills; Ability to embark and disembark a vehicle; Ability to navigate stairs; Ability to work as a team member; Computer proficient; Trained in a variety of social skills and behavior modification techniques; Ability to demonstrate and teach a variety of parenting skills; Ability to develop and implement individualized behavior plans; computer literacy/skills.

LICENSURE/CERTIFICATION REQUIRED

Driver's license - State of Michigan
Certificate of insurance (automobile)

EXPERIENCE PREFERRED

3-5 years with youth and families, Court experience;
2 years individual and family work experience.

EDUCATION PREFERRED

Master's degree in social work, sociology, psychology, or criminal justice.

SPECIAL SKILLS PREFERRED

Knowledge of local resources;
Ability to teach in diverse learning styles.

LICENSURE/CERTIFICATION PREFERRED

Highest state license, certificate or registration commensurate with the function of the position and the individual's academic training and experience.

MAJOR JOB RESPONSIBILITIES

- (E) 1. Develop, coordinate and implement concise, accurate treatment plans with youth, their families, foster families and other caretakers.
- (E) 2. Provide and/or coordinate services to meet needs of youth in order to stabilize youth's placement, school placement and reinforce school success. (e.g. parenting time, foster home visits, visits with youth and birth parents.)
- (E) 3. Coordinate medical, dental care services necessary and follow-up visits; monitor the implementation of these services by the caretaker.
- (E) 4. Coordinate services with behavior specialist, caregivers, and treatment staff.
- (E) 5. Coordinate all community and resource referrals and services to the family. Coordinate all DHS and Juvenile Court contacts.
- (E) 6. Complete required reports for DHS and Court, on a timely basis.
- (E) 7. Prepare court reports, petitions and provide testimony to support case management as required by DHS contract and court mandates
- (E) 8. Provide emergency, on-call interventions on weekends/evenings/holidays as required.
- (E) 9. Participate in staff meetings and training and provide input on the development of policies and procedures for service delivery.
- (E) 10. Provide or arrange transportation for children when necessary as back up to foster parents when other transportation arrangements cannot be made to comply with treatment plan.
- (E) 11. Plan and participate in special events for clients/foster parents, e.g., zoo trip, circus, Christmas party, Halloween Night, picnic.
- (E) 12. Licensing duties (Bay and Grand Rapids units).
- (E) 13. Supervise youth in independent living program (Bay and Grand Rapids).
- (E) 14. Other duties as assigned.

AGENCY MISSION ADVANCEMENT

Be cognizant of and participate in the advancement of the stated mission of LCFS as demonstrated in attitude and performance of responsibilities with clients, staff, and in community contacts. (DHS, CMH, courts, other agencies...) as applicable.

LEVEL OF SUPERVISION

Level of supervision received for a fully qualified Foster Care Case Manager is GENERAL - Employee is usually required to act independently but reports on all situations that border on pre-established guidelines.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel performing this job.