



Foster Care Case Manager

SUMMARY OF POSITION:

The Foster Care Case Manager is responsible for the provision of monthly foster home visits to children in foster care placements. The case manager is responsible for being aware of and monitoring: the child's emotional stability in the foster home, the quality of the relationship between the child and the foster parents, and the child's feelings regarding their family of origin and the current circumstances related to their placement. The case manager is responsible for developing treatment plans and coordinating the input of the child, the foster parents, the family of origin, family support, and the court into the treatment plans. This support will be implemented through regular discussions with the birth family during visitations, with the foster family through foster home visits and subsequent discussions, and through the implementation of the MiTeam model which includes at least quarterly Family Team Meetings.

The case manager is to support and guide the parties involved in the treatment plan. The case manager is also responsible for meeting with biological families according to the treatment plan and for coordinating services to aid in reunification. The case manager is expected to work with the child's school and foster parents to ensure knowledge of progress or needs within the school system. In the event that the child is a permanent court ward, the foster care case manager is responsible for seeking a quality and permanent placement for the child. If the child is found to have needs above and beyond what can be met by this agency, it may be the case manager's responsibility to seek an alternative placement outside of the agency.

The case manager must remain in regular contact with the DHHS Worker, the child's lawyer, any ancillary persons (i.e. service providers, ARC workers), and any other ancillary persons related to the quality care of the child. The case manager is expected to attend all court hearings and give all ISP and USP reports to the court system and DHHS promptly monitors foster parent responsibilities and attends staff meetings.

The case manager is responsible for the maintenance of filing and completing all documentation about cases per agency and state policies, in particular, the expectations documented in the ISEP.

REQUIREMENTS:

Fostering Futures requires that the Foster Care Case Manager have a minimum of a BA/BS Degree in social work, psychology or counseling, or a human service field. A working knowledge of systems therapy, structural family therapy, and trauma-related therapy is also desired.

OUTLINE OF ESSENTIAL JOB DUTIES:



- Assess and diagnose family functioning to formulate treatment plans.
- Formulate treatment goals, and objectives, and monitor ongoing progress in the case file.
- Conduct home visits with foster families at least monthly (including quarterly unannounced), and birth parents at least quarterly, and document and facilitate sibling visitations at least once per month or more depending on specific case.
- Implement all treatment planning and monitor progress toward family reunification.
- Evaluate the effectiveness of ongoing interventions and treatment planning and report them to the supervisor. Frequently reassess with the family whether the current services are adequate or if more assistance or support is needed for the children, the foster family, or the birth family.
- Support foster family and biological families regarding treatment issues or rights of child. Secure specific services for children, biological families, and foster families.
- Attend all staff meetings, take note of expectations and new policies, and if necessary, present new cases as needed, as well as provide updated case presentations on existing cases.
- Facilitate the referral and delivery of therapy to children in the program as needed, which includes regular contact with the therapist to assess progress and coordinate care.
- Case management responsibilities help to ensure such things as adequate school services and developmentally appropriate daily routines for the children in the foster home. This may involve requesting an IEP in writing for a certain child.
- Provide outreach assistance and services to families, schools, and children through attendance to IEPs and other meetings and assessments as needed and appropriate.
- Provide aftercare services as long as the case is open in the courts (with the expectation of cases in which the child is placed in residential until that is responsible for their care and reporting their progress.)
- Submit necessary documentation in a timely manner, as expected by the supervisor, and attend all court hearings. Staff will arrive at all court hearings on time and ready to report to the court the details of the progress made, and continuing needs of the families and children.
- Continue professional development through trainings, conferences, consultation and supervision with the supervisor, or Executive Director, and reading relevant materials.
- Provide 24-hour on-call crisis availability to foster families on a rotating emergency phone.
- Be willing to drive to new locations and at times, long distances to serve clients to the best of our ability.
- Unless otherwise approved, be present in the office for at least 8 hours a day, keeping a general 8 am-5 pm schedule. It is understood that visitations may be during evenings and weekend hours, requiring some modification of this schedule. However, in general, staff are expected to be in the office during these hours unless otherwise approved. Working at home must be pre-approved by the supervisor and the staff must be available by phone and email just as they would be if they were in the office or this time will be counted as either “sick” or “vacation” time.



- Enter all contacts with clients within the state-required time frames on the current state system, MiSACWIS. Load all required reports and forms completed regarding a child or family onto the current state system.
- Participate in foster parent training, as needed.
- Always represent the agency in an appropriate, professional, and positive manner in the agency and in the community at large.
- Perform duties while valuing diversity, equity, and inclusion. Maintain a commitment to understanding implicit and explicit bias and work to ensure diversity, equity, and inclusion are considered in all client and staff interactions.