CASEWORKER II

Basic Function
To provide intensive case management to the agency’s foster/adopt program throughout all phases of the adoption process.

General Responsibilities
1. Participate in family pre-service and re-certification training
2. Participate in training opportunities for families and professionals on local, state and national levels.
3. Participate in bi-monthly clinical case consultation with all line and therapeutic staff.
4. Additional responsibilities will/may be assigned as appropriate

Specialization – Placement Coordinator
Manage a minimum caseload of 15 active placements by:
- Conducting bi-monthly visits to child in their home environment
- Complete necessary paperwork to document each visit
- Complete monthly reports for children on caseload
- Attend court hearings as family and agency representative
- Obtain all medical, dental, educational, and psychological information for all children on caseload
- Ensure placing family is compliant throughout placement until finalization
- Transport children to and supervise any birth family visits
- Attend permanency planning meetings and family service plan meetings on behalf of family as needed
- Provide intervention during times of crisis throughout placement
- Refer family to other internal agency and external services that will help to support placement success

Technical Knowledge
- Understanding of Adoption/Foster care Regulations
- Understanding of family movement through adoption process
- Understanding of adoption issues
- Proficient knowledge of MH/MR diagnoses
- Knowledge of SWAN system
- Knowledge of county systems
- Knowledge of child welfare system
- Basic Computer skills (All programs)

Skills
- Organizational/Time management skills
- Problem solving skills
- Self-starter
- Strong writing skills
- Cultural competency
- Ability to multi-task
• Ability to work independently and as part of a team
• Ability to communicate with all levels of clients and colleagues
• Flexibility

Education/Training
• Bachelor’s degree in Social Work or a related field,
• Act 33/34 clearances and FBI finger printing
• Use of insured automobile and valid driver’s license
• CPR/1st Aid Certification

Experience
3-5 years experience providing casework services to families. Experience in adoption and or foster care a plus. A combination of education and experience may be accepted as approved by the CEO.

Email cover letter and resume to hr@3riversadopt.org