Job Description

Job Title: Caseworker II
Department: Black Adoption Services/Fost/Adopt Program
Reports to: Program Supervisor
FLSA Status: Exempt

Prepared by: Finance Manager
Approved by: 
Date: 08/18/2015

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 and pre-service and recertification trainings
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
1. Manage a minimum caseload of 15 active placements by:
   a. Conducting bi-monthly visits to child in their home environment
   b. Complete necessary paperwork to document each visit
   c. Complete monthly reports for children on caseload
   d. Attend court hearings as family and agency representative
   e. Obtain all medical, dental, educational, and psychological information for all children on caseload
   f. Ensure placing family is compliant throughout placement until finalization
   g. Transport children to and supervise any birth family visits
   h. Attend permanency planning meetings and family service plan meetings on behalf of family as needed
   i. Provide intervention during times of crisis throughout placement
   j. 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 fingerprinting
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 Executive Director.

I have read and understand all of the duties described herein. Any questions I may have about these responsibilities will be brought up with my direct supervisor.

Print Name: ___________________ Sign & Date: ___________________