

**CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.**

**POSITION DESCRIPTION**

**FOSTER CARE CASE MANAGER**  
(Foster Family Care Program)

**Non-Exempt**  
Page 1

**CASELOAD:**

Children served ages 0 -21. All essential functions are conducted within the framework of cognitive, physical, social, and emotional aspects of the developmental stage.

**MISSION STATEMENT:**

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

**OVERALL PURPOSE:**

This position is responsible for all aspects involved with the placement of children in foster homes. This position also assists in the recruitment and retention of foster parents.

**ESSENTIAL FUNCTIONS:** (other duties may be assigned)

1. Complete bi-annual record reviews.
2. Prepare and provide testimony as needed at court reviews.
3. Complete DAP notes, integrated summaries, and discharge summaries within identified timeframes.
4. Develop treatment plan meeting within five days of service with meetings scheduled every 30 days thereafter.
5. Recruit and follow up with potential foster parents and referral sources.
6. Provide support and training for resource parents.
7. Conduct intake interview with child on the first day of admission.
8. Conduct at least two home visits each month for each child.
9. Participate in the performance appraisal process.
10. Attend training, in-service, meetings and conferences as necessary and as directed to obtain 40 hours according to policy.

**OTHER DUTIES:**

1. Conduct annual home evaluations.

**SUPERVISION RECEIVED:**

Supervision is received by the Foster Care/Permanency Program Director.

**SUPERVISION GIVEN:**

Direct supervision of foster parents.

**WORKING CONDITIONS:**

1. Respond to upset or angry people.
2. Working with frequent interruptions.
3. Working overtime.
4. Rotating or irregular shifts.

**MENTAL/PHYSICAL REQUIREMENTS:**

1. Must be able to walk, sit, and stand throughout the workday as needed, with occasional stooping, kneeling, crouching, or crawling.
2. Must possess ability to talk, hear, read, and write.
3. Ability to lift up to 25 pounds occasionally.
4. Must be able to practice Nonviolent Crisis Intervention and First Aid/CPR with youth as necessary.
5. Must be able to practice Trauma-Informed practices.
6. Must be able to operate a vehicle.
7. No special vision requirements are necessary.

**QUALIFICATIONS:**

**A. EDUCATION/TRAINING/LICENSE/CERTIFICATION**

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Page 2

Bachelor's degree in Social Sciences or a related field from a four-year college.

**B. WORK EXPERIENCE**

Six to twelve months of experience in counseling with delinquent or at-risk youth preferred.

**C. CONDITIONS OF EMPLOYMENT**

- Must possess Act 33, Act 34, and FBI clearances.
- Must attend 40 hours of relevant training per year.
- Must be 21 years of age.
- Attend annual HIPAA training.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**PRIMARY POPULATION:** Children/Adolescents

**AGES:** 0 – 21 years of age

1. Must possess knowledge of child/adolescent psychology, development and abnormal behaviors.
2. Knowledge of all applicable regulations, policies and procedures.
3. Must possess good communication skills, both orally and in writing, and possess good documentation and observation skills.
4. Requires flexibility, leadership skills, and good judgment.
5. Ability to establish and maintain effective working relationships with the children, their families, other staff, and other local agencies.
6. Must be a mandated reporter of child abuse.
7. Must be able to transport self and others.
8. Must be able to work in a stressful environment.
9. Follow all confidentiality and universal precaution guidelines.
10. Knowledge of and ability to use Nonviolent Crisis Intervention and First Aid/CPR.
11. Knowledge of and ability to use Trauma-Informed practices.
12. Strictly adhere to all HIPAA requirements as a covered entity.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee and/or Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor or HR Representative

\_\_\_\_\_  
Date