

Lutheran Services Carolinas Job Description

Job Title: Foster Care Case Manager
Supervisor (title): Supervisor / Program Coordinator
Department: Foster Care
Approved by: B. Welch Thomas  **Date:** 4/26/2017

Position Purpose/Summary:

The Case Manager (Therapeutic Foster Care or Unaccompanied Minor program) has primary responsibility for behavioral intervention management and coordination of services for the youth. The Foster Care Case Manager works intensely with the client and foster parent/care giver by providing ongoing support. If applicable within program, also serves as a supervisor and consultant to licensed therapeutic foster parents (contractors) who carry out the therapeutic interventions for the youth in care.

The Case Manager serves as a member of a regional foster care clinical team. Under the guidance of a Program Coordinator or Regional Team Manager, If applicable, the Case Manager will recruit and license therapeutic foster parents; all team members manage regional team/agency specific operations which include facilitating placement goals, team goals, budgeting, marketing, community relations and promoting Lutheran Services Carolinas within the child welfare community.

Essential Functions (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Plan and supervise the placements for youth and foster families. Facilitate the setting of placement goals and desired outcomes established by the placement team.
2. Write and monitor behavioral intervention treatment plans, monitoring progress according to the level of care, and documentation and planning transitions for discharges.
3. Maintain documentation in the youth's file and foster parent file according to state and federal standards and program guidelines.
4. Facilitate the recruitment, assessment, training and licensing of therapeutic and non-therapeutic foster care homes according to the established agency policy, accreditation standards and state licensing rules.
5. Partner in facilitating placement matches. Consult with team members, assess appropriate resources for youth and foster families and assist with matching. Assist with obtaining all placement paperwork, which includes clinical information and contractual documentation (financial agreements and medical necessity documentation if applicable).
6. Complete all placement and attendance forms as required to facilitate billing.

7. Complete foster care reviews with governing agencies. Complete annual evaluations on licensed foster parents. Deliver ongoing support and supervision to licensed therapeutic foster parents who carry out therapeutic interventions for the youth in care.
8. If applicable within program, facilitate a monthly support group for foster parents. Provide consultation and collaboration with foster parents and therapist on identifying problem areas, developing plans for addressing those problems in order to minimize the risk of placement disruption. Provide ongoing training in order to continue to develop the skill level of foster parents. Provide on call support to foster families on a regular basis.
9. Maintain up-to-date documentation as related to foster home licensure, contractual agreements, and all agency and regulatory guidelines. Documentation must be completed and maintained at all times and in accordance with contractual standards and timeframes.
10. Assist in marketing Lutheran Services Carolinas programs with potential referral sources. Must have the knowledge and ability to respond independently and promptly to marketing and community relations needs.
11. Liaison on behalf of the consumer by ensuring all applicable services are connected and authorized; including assistance with immigration procedures, coordinating legal activity for clients and identifying attorney representation as needed. Develop and maintain consumer's PCP and facilitate child and family team meetings.
12. Serve on committees and projects at Lutheran Services Carolinas, if applicable.
13. If applicable, be knowledgeable of DHS and UAC/ORR policy and procedure in terms of intake procedures, service and reporting procedures. Maintain accurate up-to-date information on foster care children and comply with LSC /DHS/ORR documentation and reporting requirements.
14. Respond to other duties as requested.

Supervisory Responsibilities, if any *(The scope of the person's authority, including the positions that report to the incumbent.):*

Therapeutic Foster Care - Supervisor/consultant to licensed therapeutic foster parents (contractors)

Unaccompanied Minor Refugee Foster Care - None

Qualifications (Minimum Job Requirements) *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

Education:

1. Bachelor's degree in a human services related field and two years of experience with population served or;
2. Bachelors degree in a non-related field and 5 years of experience with population served or;

3. Master's degree in a human services related field and one year of experience in child welfare.

Experience: See above.

Specific skills/abilities: Proven ability to work in a self-directed manner that will ensure that all work obligations are met according to the requirements of this position. Strong skills in group and team facilitation, completing assessments and writing behavioral treatment plans. Time management and organizational skills required. Must be flexible and be able to work irregular hours. Knowledge of Microsoft office products, Word, Excel, etc. Demonstrated verbal and written communication skills.

Specialized knowledge, licenses, etc: Must be at least 21 years of age, possess a valid driver's license and have reliable transportation. Bi-lingual/Spanish required for Unaccompanied Minor program. Must have knowledge of family systems, childhood developmental and attachment theory, psychopathology, behavior management, psychotropic medications. If applicable, prior work experience with refugee, immigrant or minority families and demonstrates cross cultural sensitivity. Knowledge of state, community and agency resources for all foster care programs..

Preferences (Optional):

N/A

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Ambulatory in all locations, ability to navigate steps.
2. Ability to bend, stoop, and reach overhead.
3. Minimum lift and carry requirement of 25 pounds.
4. Exposure to extreme behaviors.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.