

Lutheran Services Carolinas Job Description

Job Title: Foster Care Supervisor

Supervisor (title): Regional Manager

Department: Foster Care

Approved by: Syhesia Sharpe

SS

Date: 10/12/2018

Position Purpose/Summary *(A brief descriptive statement that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish and the degree of freedom to act.):*

The Foster Care Supervisor is responsible for providing supervision to a limited number of Foster Care Case Managers/Lead Clinical Specialist (LCS) and in the absence of the Regional Team Manager provides guidance to all program staff. Additionally, the foster care supervisor may provide case management as determined by the Regional Manager.

Essential Functions *(List the tasks, duties, and responsibilities of the position that are most important to get the job done. The responsibilities should be listed in the order of importance, with the highest priority functions first. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Recruit, hire, train, evaluate and supervise Lead Clinical Staff (LCS)/Case Managers.
2. Complete 90 day and annual evaluations on staff; including supervisions as specified per program standards.
3. Perform monthly supervision with each LCS/Case Manager.
4. Assist LCS/Case Managers with the re-licensure process for current treatment families.
5. Participate in program and regional internal foster care file audits.
6. Assist with regional data collection and program outcomes.
7. Serve as the lead in referral screening and placement matching process.
8. Provide case management services to children in foster care, as needed and determined by the Regional Manager/Executive Director.

9. Serve as a liaison between treatment parents and the DSS child caseworkers in coordinating services and relaying information as it relates to each case.
10. Assist treatment parents in locating community resources (i.e., day care, school assignments, summer camps, respite.)
11. Participate in the selection and presentation of trainings that will be offered to treatment parents on a regular basis.
12. Other duties as assigned by Regional Manager.

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

Lead Clinical Specialists

Case Managers

Qualifications (Minimum Job Requirements): *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: (NC programs) Bachelor's degree in a human services related field and two years of experience with population served; or a Bachelors degree in a non-related field and 5 years of experience with population served; or a Master's degree in a human services related field and one year of experience in child welfare.

(SC Programs) Master's degree in a human service related field and active LISW or LPC; preferred. BSW or Bachelor's degree and 3-5 years of experience, at least two of which must be in child welfare; plus two years of supervisory experience.

Experience: See above.

Specific skills/abilities: Must have specific knowledge of child welfare systems. Must have skills in group and team facilitation, completing assessments and writing behavioral treatment plans. Must be self-motivated, have good time management skills and have the ability to work independently.

Specialized knowledge, licenses, etc: Must be at least 21 years of age, possess a valid driver's license and have reliable transportation. Must have knowledge of family systems, childhood developmental and attachment theory, psychopathology, behavior management, psychotropic medications.

Preferences (Optional): *(Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual).*

N/A

Working Conditions/Physical Requirements: *(Please list work conditions for physical or other important issues which relate to the job; the conditions listed should be representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.
5. Must be flexible and be able to work irregular hours.
6. Must be available for on call hours

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.

