



Presbyterian Children'sSM Homes and Services of Texas and Louisiana

Case Manager- Foster Care and Adoption Austin, Texas

Position Summary:

The Foster Care and Adoption Case Manager is responsible to guide, teach, and assist foster / adoptive parents in the delivery of their responsibilities in caring for the children placed in their homes by the agency and includes working closely with individual case workers from the child protective custody division of the Texas Department of Family and Protective Services. This responsibility includes assessment and coordination of services to each individual child, supports and educates the foster / adoptive parents in their role as care givers and treatment providers, and is available to coordinate services to the child's biological family if needed. The Case Manager typically works with six to seven foster / adoptive families and up to 20 foster children. This number may vary depending upon the increased intensity of needs of particular foster children; with particular emphasis upon addressing the therapeutic needs of children in care who may suffer from various psychological or emotional disorders which may include the recognition of particular treatment strategies that address particular problems or diagnoses. Services and service delivery to children and families by the Case Manager must meet standards set by PCHAS foster care and adoption policies and procedures and operations manual, Council on Accreditation (COA) and the Texas Department of Family and Protective Services Minimum Standards for Child Placing Agencies. The Case Manager is supervised by the Foster Care and Adoption Program Case Manager Supervisor.

Core Responsibilities:

1. Provide case management services for all assigned clients working with the Case Manager Supervisor, Clinical Supervisor (if applicable) and Program Director for guidance and assistance.
2. Provide leadership to the treatment team working closely with the foster / adoptive parents, teachers, therapists, CPS caseworkers, birth family, and significant others in order to implement successful treatment for each client.
3. Maintain accurate and professional documentation of child and family records.
4. Must have valid Texas Driver's license, proof of insurance for the vehicle used in work related travel, and have a dependable vehicle.
5. Knowledge of treatment planning and effective treatment interventions for children and foster / adoptive families is required.
6. Write individualized service plans (ISP), admission assessments, and monthly case notes.
7. Facilitate the use of Trust Based Relational Intervention with foster / adoptive parents and children to promote healing of children in care.
8. Utilize therapeutic skill set to include: strength focused language, family-centered interaction, and goal-driven approach.
9. Facilitate adoptions in foster to adopt homes.
10. Submit reports in a timely manner. Conscientious of time frames and due dates.
11. Demonstrate effective collaboration across departmental lines.
12. Exhibit professionalism in working with staff, foster parents, and other agencies.
13. Accurately record and submit administrative reports, such as requests for mileage reimbursement, credit card statement and receipts (if applicable), personal expense reports, and maintain an updated calendar.
14. Must be a team player and promote positive working relationships among staff.
15. Systematically collects, records, and submits accurate outcome data as required by PCHAS and RCCL Contract.
16. Other duties as assigned.

Working Conditions:

Case Managers will be required to work eight hours per day, though some flexibility during the daily schedule may be necessary in order to provide maximum service delivery to the children and families. Each Case Manager will be provided a computer and cell phone or cell phone reimbursement in order to perform their work. Computer stations and office equipment are provided. Case Managers will need to have the ability to work in a high energy environment both at the office and in the foster care / adoption environment and may include weekends and evenings regularly. On call hours are routine. There is moderate risk of exposure to infectious disease, and physical or verbal aggression from children or foster parents may be occasionally present during the course of work.

Job Requirements:**Education and Experience:**

A Master Degree in Social Work with LMSW or LCSW license from an accredited university is preferred with one year paid experience working with children and families at-risk, or a Master's or Bachelor's Degree in a human services profession with three years of working with children or families at risk, or children in out of home care.

Skills:

- Understanding of strength focused work with individuals and families and other strategies as outlined in the PCHAS Way residential procedures
- Knowledge, experience and skills in managing people, educating and interpersonal relationships
- Excellent verbal and written communication skills
- Understanding and commitment to high ethical standards
- Ability to encourage others and demonstrate compassion in all areas
- Ability to be well organized, a self-starter, able to work with minimal supervision
- Ability to prioritize and be accountable for timeliness to complete projects in a timely manner
- Ability to effectively manage significant documentation
- Excellent oral and written communication skills.
- Adequate knowledge of computer programs such as Word, Excel and Internet Explorer. Must demonstrate the ability to work harmoniously with others. Must be able to supervise others in order to achieve maximum client success.

Christian Commitment:

Presbyterian Children's Homes and Services is an independent social service organization governed by its own Board of Trustees. It holds a Covenant Relationship with the Presbyterian Church USA's Synod of the Sun and a Mission Partnership with the ECO Presbyterian Church's Presbytery of Texas and Louisiana. It prefers to employ individuals who are Christians and who possess a Christian commitment to, as well as concern for, children and families in need.

Contact:

If you are interested, please apply online at: <http://texas.pchas.org/employment>