



Foster Care Caseworker Job Description

ABOUT CASA DE ESPERANZA: Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children, and their families by providing comprehensive residential and family support programs that transform people and communities. Casa de Esperanza has provided quality residential, medical, and psychological care for infants and young children in crisis due to abuse, neglect or the effects of HIV/AIDS without charge since 1982.

POSITION SUMMARY: The Foster Care Caseworker provides casework services to children and birth parents on the caseworker's assigned caseload. This includes supervising the child in the foster home to ensure that the child's needs are met and that the home complies with standards set by Residential Childcare Licensing and Casa de Esperanza. The Caseworker develops Plans of Service for the birth parents and children on their assigned caseload; provides resources and referrals for clients to obtain services; and liaises with other agencies involved in the child or birth parent's case. The Caseworker completes intakes and discharges for children entering and leaving foster care with the agency. As a member of the Family Services Team the Caseworker assists with providing training and support to Foster Parents. The caseworker ensures that documentation is completed in an accurate and professional manner. The caseworker shares responsibility in an on-call rotation to meet needs of clients on their own and other caseworkers' caseloads.

CLASSIFICATION: Full-Time/Non-Exempt (Salaried)

EDUCATION: Bachelor's degree required

EXPERIENCE: One year of experience in child welfare, residential child-care, or a related field

REMOTE ELIGIBILITY: This position is eligible for remote work one day per week.

MINIMUM QUALIFICATIONS:

- Completed Application and References
- Cleared Background Check
- Clear Pre-Employment Drug Screen
- Valid Texas Driver's License held for at least two years

- TB Screening
- Annual flu vaccination
- Remain fully vaccinated against COVID-19, unless an exemption applies
- This position requires frequent availability on evenings, weekends, and outside of typical business hours and participation in the on-call rotation

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of and empathy for the concerns of the children, birth families, Foster, and Pre-Adoptive Families.
- Understanding of the impact of early trauma and attachment disruption
- Ability to develop strong relationships and allow clients to feel supported, understood, and listened to while setting appropriate boundaries
- Effective oral communication skills; active listening and strong interpersonal skills
- Strong writing skills with the ability to accurately document cases
- Patience, flexibility, and adaptability
- Sound judgment
- Ability to assess child safety factors to maintain the child’s safe environment in the foster home and in family visits
- Ability to work collaboratively with colleagues in the Family Services Program, Neighborhood Program, and others within Casa
- Ability to represent Casa positively to community partners and other organizations
- Ability to work with a high degree of independence and take initiative
- Strong organization and time management skills with the ability to meet deadlines and prioritize competing tasks
- Problem-solving abilities
- Proficient in Microsoft Office; knowledge or ability to learn database management
- Bilingual (English and Spanish) preferred

REPORTS TO: Director of Family Support Services

ROLES AND RESPONSIBILITIES

1) Casework for children in care

- Supervise the child’s placement in the foster home which includes:
 - Visit assigned foster homes monthly as well as communicate with Foster Parents and/or children in office visits and telephone contacts. Assess and document:
 - The child’s adjustment to foster care and to the foster home
 - The child’s medical, developmental, and psychological needs and the foster family’s ability to meet them
 - The child’s permanency plan and steps to achieve permanence
 - Work collaboratively with Foster Parent

- Ensure that the foster home meets standards set by Residential Childcare Licensing and Casa de Esperanza
- Plan of Service:
 - Develop a Plan of Service for every child on assigned caseload
 - Provide Foster Parent with resources and recommendations for services
 - Ensure that Foster Parent obtains recommended services for child
 - Document progress on child's service plan
 - Present service plan at scheduled Plan of Service meetings
 - Present parent and child service plan(s) at scheduled Plan of Service meetings
- Family Visitation:
 - Schedule and supervise family visitation for children on caseload
 - Document visitation accurately
 - Transport children to/from family visitation as needed
- Case Coordination:
 - Communicate with those involved in the child's case including DFPS caseworkers, attorney ad litem, Child Advocates, medical professionals, schools, and therapists
 - Attend and participate in court hearings, DFPS staffings, and other related meetings as needed
 - Obtain medical and birth records for the child
 - Obtain documentation for children (e.g. Birth Certificates)

2) Casework for birth parents of children in care

- Provide case management for birth parents of children on caseload including:
 - Communicate with parent about child's needs and progress in care
 - Locate non-placing parents and clarify parental relationships
 - Provide direct assistance to birth parent clients as they navigate assistance from community agencies offering financial, medical, educational, professional, psychological, and other necessary services
 - Assist birth parents in times of crisis or distress through referral and liaising with other agencies
- Plan of Service
 - Develop a Plan of Service for parent; provide resources and referral for services; document progress toward service plan completion

3) Intakes & Discharges

- Complete admission paperwork for children being placed with Casa de Esperanza
- Coordinate and complete discharges for children exiting from Casa de Esperanza's care

4) Support to Foster Parents

- Provide emotional support, resources, and suggestions to Foster Parents
- Develop a rapport and supportive relationship with assigned foster families
- Provide guidance regarding the placement and well-being of the child(ren) placed in their home

5) Training, Screening, and Licensing of Foster Parents

- Participate in screening, training, and licensing of potential Foster Parents as a member of the Family Services team

6) Documentation

- Accurately document all relevant and appropriate information related to the child, parents, and/or families in accordance with agency standards, state licensing requirements, and other federal, state, and local regulatory requirements
- Identify and correct any incomplete documentation in a timely manner
- Enter documentation into the online database system and paper files
- Ensure all documentation is presented in a professional, thorough, and accurate manner
- Gather documentation from Foster Parents

7) Participate in on-call rotation

- Be available during scheduled on-call times for intakes, discharges, serious incidents, and other emergencies that may arise

8) Additional Responsibilities

- Represent the agency at community foster parent trainings, occasional recruitment events, special events, and/or other community meetings as needed
- Other duties as assigned

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The position entails exerting up to 10 lbs. of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. The position entails occasionally lifting/moving up to 40 pounds including lifting food, diapers, and other supplies being provided to clients. The position involves sitting most of the time but may involve walking, standing, and/or climbing stairs for periods of time. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The employee must use oral communication with clients; use auditory skills to assess and respond to clients. The employee must be able to maintain his or her emotional regulation in response to a client's potential outbursts or emotional distress. The employee must complete documentation on paper and electronically.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested candidates should email their resume to dtalmadge@casahope.org