



REFUGEHOUSE  
*foster care and adoption*

.....a home in the heart of every child

Phone: (972) 662-5112

Fax: (817) 887-5540

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### **Case Management Specialist (Foster Care & Adoption)**

**Company:**

Refuge House Inc.

**Location:**

5301 Alpha Rd, Dallas, TX 75240

**Salary:**

\$50,000 annual

**Benefits:**

Dental insurance

Health insurance

Mileage reimbursement

Retirement plan

**Education and Experience:**

Bachelor's (Required)

Experience in the field (preferred)

**Job Type:**

Full-time, in-office in Dallas

**Job description:**

We are searching for self-disciplined, well-coordinated, individuals who have a strong ability to communicate both through verbal and written expression to join the Refuge House Organization.

**PRIMARY OBJECTIVES:**

Primary oversight of foster homes and service delivery to foster children on assigned caseload

Act as the primary liaison between Refuge House and DFPS, Legal Authorities, Medical/Dental providers, Mental Health providers, and educational providers on behalf of each child on caseload

Interview children for placement

Coordinate and schedule the development of Master Plans and Quarterly Reviews for each child on caseload.

Write all Master Plans and Quarterly Reviews for each child on caseload.

Coordinate provision of medical, dental and therapy services to clients'

Coordinate input with the treatment team members from outside consultants (psychiatrists, psychologists, and social workers).

Assist in staff and foster/adoptive parent training and development.

Interpret agency programs and services to the public and referral agencies.

Maintain confidentiality and other responsibilities listed in government laws and regulations, as well as Policies and procedures.

Review and supervise maintenance of complete and current records on each case in compliance with Child-Placing Minimum Standards; DFPS Contract Terms, YFT, and COA Standards

Protect children's rights.

Participate in internal investigations as needed.

Advocate for foster/adoptive parents and children with other agencies as well as support staff.

Attend all PPT's

[www.refugehouse.org](http://www.refugehouse.org)

DALLAS: 5301 Alpha Rd E80 | Dallas, TX 75006 | P: 972-662-5112

SAN ANTONIO: 8000 W IH 10 Suite 600 | San Antonio, TX 78230 | P: 210-753-6835



Attend court hearings.

Keep foster/adoptive parents informed and hold them responsible for attendance of PPT's and court hearings as needed.

Attend ARD meetings as needed.

Visit all assigned foster/adoptive homes no less than twice monthly; conduct phone visits with foster parents on alternating weeks

Interview all children privately regarding their satisfaction with placement.

Complete case management progress notes for each child each week.

Keep the Administrator, Treatment Manager, Treatment/Program Director, and CEO informed of all incidents as they occur.

Maintain communication with the managing conservator including individual service plans, routine and serious occurrences.

Review incident reports, progress notes, therapists' notes, and other child file documentation.

Audit children's files, home files, training records, and other information for quality assurance, staff feedback, and in preparation for external auditors.

Provide foster/adoptive parents with written information regarding the training hours needed, and ongoing verification issues and collecting the same.

Develop the teaching, organizational, administrative, advocacy, and other professional skills of the foster/adoptive parents on caseload.

Supervise child visits with biological families as necessary and provide feedback and recommendations to the DFPS caseworker; testifying in court when required.

Participate in foster/adoptive parent training and evaluation.

Assist in preparing adoptive children for placement, preparing adoptive applicants for the process, and conducting pre- and post-adoption assessments and services.

Attend weekly clinical meetings and departmental meetings.

Representing Refuge House in the community by attending committee meetings as assigned.

Serve in the on-call rotation for weekend coverage and for daily coverage as needed.

Keep informed of all policies, procedures, and licensing requirements.

Complete all Case Manager paperwork on time each month and ensure the completion of the foster families paperwork,

Conduct placements that occur in your assigned caseloads during business hours and all placements if on-call after hours.



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Support Refuge House objectives by participating in:

Risk Prevention and Management Planning

PQI Planning, Monitoring and Implementation

A Case Manager will carry anywhere from 20 to 26 children on their caseload.

Participate in a minimum of 10 face-to-face, monthly, individual case-related conferences per year with assigned CPMS staff

***And other special projects as assigned by the CEO and/or Treatment/Program Director.***

**QUALIFICATIONS:**

Bachelor's Degree in Human Services field from an accredited college or university.

Excellent organizational and follow-up skills.

Excellent interpersonal skills and demonstrated ability to effectively communicate orally and in writing with a variety of people; maintain confidentiality

Ability to be on-call as necessary and respond immediately to on call pager or phone.

Must have reliable transportation.

Ability to handle multiple tasks; self-starter; energetic; detail oriented.

Ability work effectively under stress and remain flexible in changing situations.

Proficient in basic computer skills that include but are not limited to data entry, MS Office.

Ability to remember multiple verbal and written tasks/assignments.

Perform the physical demands of the position

**TO APPLY:**

Please email your resume and the title of position desired to [bwilson@refugehouse.org](mailto:bwilson@refugehouse.org)

[www.refugehouse.org](http://www.refugehouse.org)

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