

Children's Hope Residential Services, Inc.

Job Description

TITLE: Foster Care Specialist
REPORTS TO: Area Director
SUPERVISES: N/A
STATUS: Full-time, Salary

BASIC FUNCTION: Carries a caseload of up to 15 children. Provides placement oversight and stability, conducts safety assessment home visits twice monthly, and ensures the treatment plan is successfully followed leading to positive child outcomes. Recruitment, training, and ongoing development of a caseload of up to 10 foster homes. Provides support services and ensures foster family stability and satisfaction with agency services. Maintains compliance with all Children's Hope policies, procedures, and requirements. Maintains compliance with all federal and state laws. Maintains compliance with all agency regulatory guidelines.

Responsibilities/Tasks:

1. Meets with each client on caseload at a frequency outlined by the Area Director and ensures that these interactions as well as other contacts regarding the case are documented in the Case Note Log.
2. Completes all assigned paperwork, submitting for review to the Area Director prior to the assigned deadline and making changes as requested.
3. Ability to learn and follow the relationship-based model and the Children's Hope philosophy from the Area Director, and the ability to assist the Area Director in ensuring the implementation of the philosophy in the client's care.
4. Evaluates the safety of the home for the client through use of safety assessments at a frequency outlined by the Area Director.
5. Frequently audits and manages each client's chart and medical needs from the time of admission until discharge and the closing of the client's chart.
6. Assists in the coverage of on-call duties as assigned.
7. Attends meetings regarding the client's care including ARDs, Service/Treatment Plan staffings, court hearings, or any other type of meeting as outlined by the Area Director.
8. Reviews Service/Treatment Plans with the client prior to implementation, providing the client a copy and obtaining their signature.
9. Maintains current First-Aid/CPR, S.A.M.A. Training, and Transportation Safety Training as well as at least 20 hours a year of training related to job duties, or 30 hours if it is their first year of employment and they did not have at least one year of child-placing experience prior to employment.
10. Serves as the liaison between the agency and DFPS or other managing conservator as well as to the School District, CASA, and other involved parties.
11. Notifies Managing Conservators of Serious Incidents, as well as any plans for travel IAC episodes, etc.
12. Helps to organize, plan, and facilitate holiday programs, special events, etc., for families and clients.

13. Solicits donations and gifts for foster children, helps in acquisition.
14. Supervises client visits with relatives or other contacts approved by the managing conservator as needed.
15. Reports immediately suspected child abuse or possible first outcries of past abuse of the clients to the Area Director. If the Area Director is not immediately available, then the Treatment Team Coordinator is responsible to share the information with the Area Director.
16. Interacts with clients in the home and other settings, assisting Foster Parents with crisis situations as needed.
17. Assists with medical appointments including psychotropic medication monitoring appointments as needed.
18. Consults with Area Director, Foster Parents, and the Foster Family Specialist regarding the needs of the clients, including medical needs.
19. Transports clients to outside appointments and events as needed
20. Holds a discharge planning meeting at least 30 days prior to the client's estimated graduation from the program and completes a discharge plan and summary, maintaining a copy for the client's chart and giving a copy to the managing conservator at discharge.
21. Completes all paperwork prior to the discharge meeting so the chart can be closed at the time of that meeting and arranges for the client's change of address.
22. Ability to learn and follow the relationship-based model and the Children's Hope philosophy from the Area Director and the Vice President of Foster Care, and the ability to assist the Area Director in ensuring the implementation of the philosophy in the client's care.
23. Ensures the development and growth of Foster Parents, providing support as needed for their success and satisfaction with the agency.
24. Provides guidance and direction to Foster Parents in the implementation of a therapeutic milieu environment for clients.
25. Maintains compliance with all Children's Hope policies, procedures and requirements. Maintains compliance with all federal and state laws. Maintains compliance with all agency regulatory guidelines and requirements.
26. Manages and submits expenses for self and foster parents.
27. Understands the rights and limitations of foster parents and advocates accordingly/appropriately.
28. Frequently audits and manages foster family's home file in order to maintain compliance with agency and state standards.
29. Requests documentation from DFPS, Therapists, Medical Providers, etc.
30. Seeks resources, referrals, etc., as needed in order to address specific needs of foster family or client.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the above responsibilities/tasks of the job.

1. Requires basic understanding of a comprehensive field of knowledge. Involves ability to define problems, collect data, establish facts, and draw conclusions dealing with abstract variables. Knowledge normally associated with attainment of a Bachelor's degree with applicable major. Bachelor's degree in related field required, some graduate work in applicable area preferred.
2. At least one-year experience with children in a child-placing setting preferred, but not required.
3. Ability to work under moderate supervision with awareness that error may have serious consequences.
4. Exercises patience, tactfulness, initiative, judgment, and prudence in confidentiality (following established guidelines as well as in being respectful of clients, other agencies, and co-workers).
5. Personality attuned to the requirements of meeting needs of the employees and ability to establish and maintain effective working relationships with other employees and the public.
6. Must be at least age 21.
7. Ability to communicate orally and in writing, computer skills required
8. Ability to contain children per S.A.M.A.
9. Ability to drive assigned vehicle(s), with appropriate state license, following all laws applicable, must be eligible to be insured under Children's Hope insurance policy.
10. Ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; and ability to differentiate tones and volumes in conversations.
11. Ability to observe and make accurate assessments of situations.
12. Ability to work with frequent interruptions and in stressful situations; ability to respond in crisis situations.
13. Sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesions, for the duration of communicability.
14. Work deals mostly with the areas such as preparing and reading data and figures, client records, reports, visual inspection involving small details. Visual work is primarily close to the observer. Depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near the observer.
15. Ability to use up to 100 pounds of force occasionally and/or up to a small amount of force frequently or continuously to lift, carry, push, pull, or otherwise move objects, including people. Work can be done while sitting most of the time. Walking and standing are required occasionally.
16. Ability to be on-call as assigned.

NOTE: Children's Hope Residential Services complies with all the employment provision of the American's with Disabilities Act.

The purpose of Children's Hope job descriptions is to describe the basic function, major responsibilities/tasks, and the essential functions of each job so that employees can better know what is

expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as responsibilities change materially.

[ML] [AB] 10/01/2018

I have received and understand the requirements stated within this job description.

Printed Name

Signature

Date