

The Sarah Minnie Badger Foster Care Agency

Job Description

Job Title: Case Planner

Title of Immediate Supervisor: Executive Director

Position Summary: Provide biological families with support and resources in fulfilling court menus to be reunited with child(ren) and provide support to foster care resources families.

Typical Responsibilities/Duties:

- 1) Provide community resources to improve family and social functioning.
- 2) Refers clients to community resources and other organizations.
- 3) Assists in developing goals and areas of need which are assessed regularly.
- 4) Obtain necessary information such as employment, medical records, or school reports.
- 5) Will maintain and manage case records in accordance with the Department of Social Services and Family Court guidelines.
- 6) Will maintain timeliness and quality of written reports and records.
- 7) Will refer clients to individual family and group treatment as indicated in the service plan.
- 8) Will manage and develop the resource foster parents to which they are assigned.
- 9) Will provide reports and assessments and recommendations to referral agencies including Family Court.
- 10) Will take a learning stance relative to professional development including utilizing clinical supervision, reading and training.
- 11) Will serve as a liaison between the agency and the community.
- 12) Will serve as advocate for children and families consistent with the ethics of social work practice.
- 13) Will be available for crisis intervention.
- 14) Will participate in Foster parent recruitment and training as designated by supervisor.
- 15) Maintains First Aid/CPR Training.
- 16) Attends all mandatory in-service training and regularly attends supervision meetings.
- 17) Continued professional development that promotes best practice standards to children and families through supervision, direct practice and training.
- 18) Adherence to directives outlined in Sarah Minnie Badger Policy and Procedure Manual.
- 19) All duties as assigned by immediate supervisor.

Skills, Qualifications, Knowledge, Ability & Physical Requirements:

Minimum Education and/or Professional Qualifications/Skills

- Bachelor's degree in Social Work or another human service field and 2 to 4 years related experience and/or training; or
- Equivalent combination of education and experience.
- Strong written and verbal communication skills
- Knowledge of child welfare regulations and regulatory agencies whenever possible

Special-Personal Skills, Qualities, Aptitudes, and Physical Requirements

The Sarah Minnie Badger Foster Care Program is an equal opportunity employer. Reasonable accommodations may be made to assist persons with disabilities to perform essential functions.

- 1) Ability to work effectively with clients, families, staff and community contacts from a variety of cultural and ethnic backgrounds.
- 2) Knowledge of community resources and the ability to access specialized services to clients.
- 3) Ability to advocate effectively for clients
- 4) Ability to deal effectively with hostile clients and/or families.
- 5) Ability to accept supervision and perform as part of a team.
- 6) Ability to be flexible and adapt to change.
- 7) Ability to interface with people (groups and individuals) and communicate within a various mediums (logbooks, e-mail, telephone)
- 8) Must have a valid driver's NYS driver's license and adequate auto insurance.
- 9) Ability to pass an annual physical, drug test
- 10) Ability to use computer base programs and applications.
- 11) Demonstrate time management and organizational skills.
- 12) Must be an excellent listener
- 13) Effective problem solver
- 14) Maintain a professional posture in all settings on behalf of Sarah Minnie Badger Foster Care Agency.