



Position Description

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| Title: Case Manager – Foster Care (FCCM) | | |
| FLSA Class: Non-Exempt | EEO Category: Professionals | WC Class: 8861 |
| Job Title #080004 | Salary Grade: | Purchase authority: |
| Date Approved: 6/4/15 | | |
| Revision Date:4/16/19 | Job Class: HCBS | |
| Revision Add Reports To verbiage | Licensure: | |

Purpose of Position

Provides case management to children and their families who have been placed in out-of-home care by the court system. Responsible for the development and implementation of permanency plans for children who are in the custody of the Children’s Division. The Foster Care Case Manager reports to the Foster Care Case Manager Supervisor.

Major Duties (*Essential Element)

- Assess the risk of child abuse/neglect and on-going safety of children*
- Develop positive and proactive strategies to encourage families to participate in the services provided by the child welfare system*
- Assess child and family functioning, protective factors, family strengths, family needs, stressors, and coping mechanisms*
- Help parents improve their ability to care for their children*
- Help children and families plan for and adjust to transitions*
- Facilitate permanency and family connections*
- Evaluate the continued need for placement*
- Refer children and families for needed services*
- Evaluate the impact of services provided for the child and family*
- Address parenting skills*
- Understand family systems*
- Utilize communication and conflict resolution skills
- Intervene on behalf of abused and neglected children and their families*
- Testify in court as may be required in cases managed by the contractor*

- Recruit and evaluate resource homes ability as caregivers and develop a collaborative relationship with foster parents*
- Assist foster parents and kinship caregivers to provide a safe, nurturing environment*
- Work with community members and collaborate with other disciplines in service delivery to the child and family*
- Work cooperatively using a team approach
- Any other requirements as defined by 13 CSR 40-73

Competencies

- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner.

Required Education and Experience

- Bachelor's Degree

Preferred Education and Experience

- 2 years related work experience
- Experience working with children and families in a trauma informed environment

Qualifications

- Ability to work well with both children and families
- Ability to handle conflict and difficult situations
- Ability to work with extreme behaviors in children and adults
- Excellent communication skills to facilitate meetings with children and parents
- Excellent writing skills
- Must have a good driving record and be able to obtain MO Class E driver's license within two weeks of hire

Working Conditions

Home environment. Lighting and temperature adequate but may have to deal with families who smoke or locations that are in bad condition. Some in-state traveling.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person will have to be able to listen and communicate effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____