



Position Description

Title: Supervisor - Foster Care Case Managers		
FLSA Class: Non-Exempt	EEO Category: Officials and Managers	WC Class: 8861
Job Title #: 180006	Salary Grade:	
Date Approved: 11/26/2016	Purchasing Approval Level:	
Revision Date:	Revision:	

Purpose of Position

Supervise and support Foster Care Case Managers. This position reports to the Director of Community Based Services.

Major Duties (*Essential Element)

- Assess the needs of persons served, the resources available to meet those needs, the legal and/or policy requirements governing service delivery to persons served*
- Track and monitor the progress of the families and children served*
- Collect and apply data to improve outcomes for children and families*
- Meet the state agency's quality improvement and evaluation requirements*
- Ensure that service delivery is performed according to the state agency's mission, policies and procedures, and service philosophy*
- Provide case consultation and in-service training, as appropriate*
- Identify unmet training needs*
- Ensure case reviews are conducted at least quarterly*
- Conduct performance evaluations
- Any other requirements as defined by 13 CSR 40-73

Working Conditions

Combination of office and home environments. 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

Yes

Supervisory Responsibility

Yes

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 communications skills to facilitate meetings with children and parents. Excellent writing skills. Must have good driving record and be able to obtain Class E driver's license within 2 weeks of hire.

Required Education and Experience

- Master's degree in human services or related field

Preferred Education and Experience

- 2 years related work experience

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

Employee: _____ Date: _____