



Case Manager Job Description

Case Manager works directly with children and their foster families, including visits to the home, managing case load, and maintaining an understanding of their daily lives, participating in court and CPS hearings. Case Manager fills out significant amount of paperwork and maintains family and child files.

Major Responsibilities

- Serve families and children in foster and adoptive care in a professional manner.
- Visiting children on caseload.
- Attend court proceedings connected to the child's case.
- Work in conjunction with CPS to decide the most effective services needed to benefit the child.
- Create and maintain service plan for each child in placement to provide the most appropriate service for each child.
- Create and maintain foster and adoptive family documentation and files.
- Document the child's progress and make recommendations.
- Maintain high level of communication between CPS, HHS Licensing, families, and supervisor.
- Perform other duties as assigned by supervisor.
- On call afterhours for possible placements and emergencies.

Qualifications:

- Bachelor's Degree in Social work (preferred) or any other related field.
- Knowledge of foster care, permanency services, juvenile court, child abuse, and family systems.
- Ability to manage multiple demands.
- Understand and follow regulations and procedures.
- Schedule flexibility throughout the week.
- Ability to interpret state documents and write reports.
- Excellent communication and interpersonal skills.

Full-time position