

JOB POSTING



Job Title:

FOSTER CARE CASE MANAGER

General Statement of Duties:

Provides direct casework services to foster children.

Location:

Jackson

Qualifications:

- Bachelor's degree in human services or social work.
- Two years' experience in children's services preferred.
- Must possess a valid Michigan Driver's License and have no more than three moving violations in the last five years on their driving record.
- Must provide own vehicle for conducting Agency business including transporting clients and must provide proof of auto insurance and safety inspection on that vehicle.
- Must have excellent computer skills in a Microsoft Windows environment; must include Word and skills in using the internet along with the ability to learn new programs.
- Must have a positive attitude and be a team player.
- Must have excellent customer service skills.
- Must be willing to participate in professional enrichment courses.
- Must be willing to work at all CCJLHC' locations.
- Must be willing to perform duties in keeping with Catholic social teachings.

Classification:

- Full Time with benefits.
- This position reports to the Foster Care Supervisor.

Hours:

- Must have extremely flexible availability.
- Must be willing and able to work irregular hours.

If interested please respond immediately in writing with resume and cover letter to Cayla Upham, Foster Care Supervisor at cupham@catholiccharitiesjlhc.org EOE.

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