

# JOB POSTING



## **Job Title:**

## **FOSTER CARE CASE MANAGER**

## **General Statement of Duties:**

Provides direct casework services to foster children.

## **Location:**

Adrian

## **Qualifications:**

- Required: 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.

## **Hours:**

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

If interested, contact Tracey Ventola, Child Welfare Director, at [tventola@catholiccharitiesjlhc.org](mailto:tventola@catholiccharitiesjlhc.org) EOE.

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