

JOB POSTING

Job Title:

Foster Care Case Manager

Full-Time

General Statement of Duties

The Foster Care Case Manager will provide casework services to children and families in foster care from Jackson, Lenawee, and Hillsdale Counties.

Responsibilities:

- Follow Department of Health and Human Services (DHHS) requirements for contact with foster children, foster parents, and biological parent. Contact requirements vary and include phone calls and visits to foster homes.
- Visit birth families at least quarterly in the birth parents' home and visit foster children at least monthly in the foster home.
- Ensure that all court reports are prepared in a timely manner.
- Attend all court hearings on time and prepared with court report.
- Testify in court quarterly regarding children and families' progress.
- Attend all meetings on the child's behalf. (CMH, school, IEP, CTAC)
- Facilitate needed service referrals for therapy, psychological evaluations, etc.
- Collaborate with other foster care staff to assist foster parents with emergency situations 365 days a year which includes shifts as on call worker.
- Supervise parent-child visits even if visits are after-hours or on weekends.
- Transport program clients to needed services or appointments.
- Professionally represent the agency with internal and external customers.
- Uphold all ethical and legal standards regarding client confidentiality.
- Willing to perform duties in keeping with Catholic Social Teachings.

Qualifications:

- Bachelor's Degree in Social Work, Psychology, Sociology or Guidance and Counseling required. Experience in the field of child welfare preferred.
- Must possess a valid Michigan Driver's License and have no more than three (3) moving violations in the last five (5) years on their record.
- Must use their own vehicle and provide proof of auto insurance for that vehicle.
- Must be willing to work irregular hours to include evenings and weekends when needed.
- CWTI certified or ability to attain certification.
- Excellent written and verbal communication skills.
- Must be comfortable speaking in public meetings, court, and in front of families/groups.
- Must successfully pass a criminal background check.
- Must have a strong work ethic and a commitment to a team environment.

Please send resumes to Tracey Ventola, Director of Child Welfare, at tventola@catholiccharities.org or apply on Indeed. EOE