

JOB DESCRIPTION

JOB TITLE: Agency Social Worker

DIVISION: Foster Family Agency

SUPERVISOR: Social Work Supervisor

CLASSIFICATION: Exempt / Full-Time

LOCATION: Lake Elsinore

POST DATE: 04/24/2018

CLOSE DATE: Open until position filled

ORGANIZATION MISSION STATEMENT

“Provide foster youth and young adults with quality trained foster families while providing individualized treatment services. Goals of reunification and permanency are supported while empowering youth to be positive participants in their community”.

JOB SUMMARY

The Agency Social Worker is responsible for the administration of case management services under the general supervision of the Social Work Supervisor. The Agency Social Worker provides clinical and technical support to children in foster care and foster parents through intensive case management services, crisis management, home visits, weekly contact, consultation, monitoring of compliance standards, documentation, training, advocacy and other related duties. The Agency Social Worker is responsible for managing a caseload of clients as assigned by the Social Work Supervisor/Agency Administrator. The position of Agency Social Worker requires sensitivity to the service population's cultural and socioeconomic characteristics.

EDUCATIONAL REQUIREMENTS

- A Master's Degree from an accredited or state approved graduate school in a field of study approved by California Title 22 Regulations.
- The ability to pass a thorough background investigation (i.e., Criminal Record Clearance, Child Abuse Index and FBI Background Check).

JOB DUTIES AND RESPONSIBILITIES

- Provides social services to Kamali'i Foster Family Agency.
- Follows National Association of Social Workers Code of Ethics.
- Provides case management to foster children and foster parents in accordance with service description and contract requirements with the various contracted counties.
- Case Management Services include: case planning for children in the reunification process and/or children in a permanent placement, developing treatment plans for children in care, and linking children with additional services and community resources.
- Shall use appropriate methodological approaches, skills, and techniques that reflect their understanding of the role of culture in the helping process.
- Reports all allegations of suspected child abuse to Child Protective Services (as well any other mandated reporting laws) within mandated time frames.

- Must be able to travel to conduct work, visit foster homes, travel to other organizations and companies, meetings, workshops, and conferences and have a reliable vehicle.
- Available for after-hours placement and crisis calls.
- Meets with each foster minor and foster parent on a weekly basis.
- Assists foster minor(s) and foster parents with problems concerning relationships or other aspects of social and emotional functioning.
- Accurate and timely maintenance of weekly case notes and other relevant charting to ensure quality assurance.
- Communicates effectively with County Social Workers regarding the foster child's treatment plans, progress, and information pertaining to any incidents that may occur in or out of the foster home.
- Development and continued updating of a child's needs and services plan.
- Develops, reviews and updates quarterly youth assessments for each child on their caseload.
- Coordinates Treatment Team Meetings with County Social Worker, foster parent, school officials, biological parents, and any other party that may be involved.
- Serves as an advocate for foster children in all areas. Seeks out services for foster children if additional services are needed outside of what the agency provides.
- Attendance at outside events such as Child and Family Team Meetings (CFT's), Team Decision Meetings (TDM's), Individual Educational Plans (IEP's), community affairs, court appearances, and other events while serving as a Kamali'i FFA representative.
- Supervision of family and/or sibling visitations.
- Regularly maintains the client file.
- Develop and write informational material for educational purposes; conduct workshops and educational and/or training sessions.
- Evaluation and assessment of a child for placement and continued placement in a certified foster home.
- Placement of a child in a certified foster home.
- Orientations of prospective certified foster parent applicants.
- Evaluation and assessment of the prospective certified foster family.
- Conduct in depth home studies and write home study narratives.

WORK ENVIRONMENT

Employee shall work in a non-hostile work office environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee. As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients, and other agencies at all times. Work environments vary from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The following lists physical demands an employee will perform on a regular basis:

- Hearing and speaking to communicate within normal range, give directions to small or large groups of people and exchange information in person and on the telephone.
- Read printed material and computer screens.
- Ability to conduct a verbal conversation in English or other designated language.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Ability to push and pull objects up to (40) pounds.
- Ability to carry up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
- Ability to lift up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee.
- Ability to sit for extended periods of time, stand, stoop, kneel, bend, climb, and walk.
- Ability to climb stairs, slopes, steps, ramps, and ladders.
- Ability to work in a wide range of weather conditions.
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies.
- Ability to operate a motor vehicle in a safe and effective manner.

SEND RESUME TO:

Kamali'i Foster Family Agency
Attention: Lee Burton
Email: lburton@kamalii.org
Fax: (951) 674-9400