

**Case Work Supervisor**

**Job Description**

**Classification:** Non-Exempt

**Salary Grade/Level/Family/Range:** Program Professional

**Reports to:** ExecutiveDirector

**Date of Last Review:** March 2023

**HELP OTHERS, MAKE A DIFFERENCE, SAVE A LIFE.**

It Is Well’s mission statement is “*We are called to provide a line of defense for our collective children. This is achieved through fortifying both children and families impacted by abuse and neglect. We build resourcefulness, resiliency, and supportive relationships through innovative, case management and clinical services so that every child has a chance at a brighter future.*

Do you see yourself as a part of this life-changing work? If so, we are currently seeking a qualified and motivated professional for the following position: **Case Work Supervisor.**

**Summary/Objective**

The Casework Supervisor is accountable for overseeing the service delivery of the team for youth in Specialized Foster Care. They guide and support foster parents in creating a therapeutic environment within the home. The Casework Supervisor acts as an internal manager, overseeing the provision of services to the youth in foster homes, while also offering support services to foster parents within the program. Effective communication with the youth and other relevant parties is essential to the Casework Supervisor to help achieve the goals outlined in the youth's service plan. Additionally, they must be adaptable and readily available to handle crisis situations and attend to the needs of the youth and foster families at all times.

**Required Education and Experience**

The casework supervisor shall have the minimum qualifications of a master's degree from an accredited college or university in the area of social work, psychology, childhood education, special education, guidance counseling, behavioral or social science, or related field, with a minimum of one year experience in a human services delivery field as it relates to child welfare or a bachelor’s degree from an accredited college or university in one of the aforementioned areas of study with two years of paid work experience in a human services delivery field as it relates to child welfare.

**Preferred Education and Experience**

* Certified in **Foundations** through the Office of Provider Management
* The Casework Supervisor will be required to have a criminal background check completed through the GAPS Cogent System and must be cleared by DHS with all required CPS and Safety Checks prior to employment.
* Must have a passion and purpose for children and families and approach each day with a servant’s heart.
* Must be able to pass a drug screen and have a good driving record.
* Have or can obtain minimum insurance requirements for transportation of consumers in personal vehicle.

**Essential Functions**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

* Administration of Foster Care Policy and Procedures established by the Board of Directors of It Is Well with adherence to the policies and procedures set forth by the State of Georgia regarding Foster Care.
* The Casework Supervisor shall be responsible for the supervision of the placement services provided by the agency, and for the designation of approval for prospective adoptive and foster families and for assessing the appropriateness of the placement's room, board and watchful oversight capacity.
* Maintain and supervise the Georgia SCORE and SHINES data input to ensure compliance with timelines, program updates and required information.
* Ensure current practices and procedures are in compliance with all regulatory bodies: RCCL, OPM, and DFCS.
* Personnel responsibilities include assisting the Executive Director in the provision of leadership, supervision and support of case management staff and interns and by understanding, evaluating and enhancing professional attributes of the staff.
* Provide direct supervision and training to onboard new staff through job shadowing and hands on training through partnering in the management of a case load.
* Understands and promotes the professionalism and the ideals of the It Is Well Foster Care program within the agency, the community and with the Foster Families.
* Conduct and document trainings to enhance the foster parent’s professional knowledge of relevant topics, required policy and procedural practices for foster parents and IMPACT training to prepare new foster parents for opening their homes.
* Assist the Therapeutic Case Managers with the foster child admission process from the initial review of the Universal Application to the youth family match and all other required paperwork to admit the child in the program.
* Complete required reports in conjunction with the Executive Director.
* Participating in an afterhours on-call system with the foster care staff.
* To audit files (electronic) for compliance and to maintain a high quality of documentation and organization to the information and to assist in the correction of any deficits and providing praise for excellence.
* Will hold a small caseload of families/clients (no more than 12)
* As part of this role, you will also be responsible for actively recruiting and assessing potential foster families to join our program.
* Other duties as assigned.

Please be aware that failure to return any company equipment within 48 hours of employment coming to an end will result in the forfeiture of the employee’s final paycheck.

**AAP/EEO Statement**

It Is Well is an Equal Opportunity Employer.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. This agency reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written or implied contract of employment.*

**This job description has been approved by the President of the board:**

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature below constitutes employee's understanding of the requirements, essential functions, duties of the position and that this job description has been reviewed with the employee’s supervisor.**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_