Logo, company name

Description automatically generated

Case Worker

Job Description

**Classification:** Non-Exempt

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

**Reports to:** Casework Supervisor

**Date of Last Review: April 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 Worker.**

**Summary/Objective**

The Case Worker will be responsible for the coordination of the service team on behalf of youth in Specialized Foster Care. The Case Worker function to guide and assist foster parents in bringing a therapeutic atmosphere in the home setting. The Case Worker serves as the internal manager and organizes the provision of service to the youth in foster homes. Case Workers also provide support services to foster parents working within the IIWFCI Specialized Foster Care program. Case Workers must communicate effectively with youth and others to assist with the realization of goals contained in the youth’s service plan. Case Workers must have the flexibility needed to respond to crisis situations and general needs of the youth and foster families at any time.

**Required Education and Experience**

* A Bachelor’s Degree in a Human Services field and two (2) years of paid experience working with children and families

**OR;**

A Master’s Degree in a Human Services field and one (1) year of paid experience working with children and families.

**Preferred Education and Experience**

* Certified in **Foundations** through the Office of Provider Management
* The Case Worker 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.

**Physical**: Hearing of normal and soft tones as well as close eye work. Valid driver's license. Lifting up to 50 lbs. Must have mental ability to exercise sound judgment under pressure. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, going down on knees, running, and walking.

**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 Foster Care, Inc. with adherence to the policies and procedures set forth by the State of Georgia regarding Foster Care.
* 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 Case Work Supervisor in the provision of leadership, supervision and support of caseloads, 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, Inc. 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 Workers 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 Casework Supervisor.
* 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 caseload of families/clients
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_