

Registration Information

Order No.	3988498
Agency Name	Lonestar Social Services
Job Title	Case Manager
Job Description (including hours and responsibilities)	<p>A Case Manager develops and implements program structure and design for foster care and the foster care adoption program. Reporting to the Case Management Supervisor, he or she supervises foster/adoptive families to ensure compliance with state licensing and monitoring standards, Foster Care and Adoption Contract Terms, and Lonestar Social Services' mission, policies, and procedures. The Case Manager is responsible for leading and assisting the prospective foster to adoptive parents and their potential adoptive child through the adoption process. The ideal candidate has excellent interpersonal and communication skills, strong time management and multi-tasking skills, and good computer skills are required. Position requires some on-call rotation and the ability to maintain a high level of confidentiality. The Case Manager will perform the general Responsibilities listed in the next section, as well as the duties for the following areas: Children Completes accurately and updates timely all paperwork required to manage child's care in the home Regularly reviews all documentation provided by foster/adoptive parents and outside agencies and all other documentation relevant to assigned children and families upon receipt, makes immediate written request for missing or necessary documentation, and follows up until obtained, immediately notifying supervisor of issues Regularly oversees child's progress and makes regular reports to supervisor Effectively coordinate provision of all therapeutic support services for children and collects all documentation relevant to those services Interviews all children privately regarding satisfaction with placement,</p>

foster/adoptive family, and home situation and immediately notifies supervisor of issues Attends all PCs, court hearings, family group conferences, ARDs, and psychiatric appointments as required Acts as a liaison with school personnel, children, and foster/adoptive parents Reports suspected child abuse or neglect immediately to the Abuse and Neglect Hotline and Case Management Supervisor Effectively communicates with DFPS regarding the child Thoroughly and timely completes investigations as required Maintains regular and effective communication with supervisor about all incidents and reports such immediately Foster/Adoptive Family Effectively manages foster/adoptive home and monitors family for compliance with all required regulations, making regular reports to supervisor Maintains regular and effective communication with the foster/adoptive family, keeps them informed, and holds them accountable for child's service plan requirements Makes regular visits to the foster/adoptive home to observe family interactions and the home environment and immediately notifies supervisor of issues Consistently works to develop the foster/adoptive parents in the areas of teaching and encourages the use of therapeutic behavior interventions Consistently teaches and trains foster/adoptive parents in organizational skills, advocacy, and professionalism Routinely teaches and trains foster/adoptive parents the appropriate use and completion of agency forms Regularly monitors foster/adoptive parent verification relative to the capacity of the family home Provides regular verbal and written feedback to the foster/adoptive family and verbal and written counsel to the foster/adoptive family as needed Acts as a liaison between child's DFPS and foster/adoptive family Adoption Follows Lonestar Social Services Adoption Processes Assists in coordination of and attendance of adoption staffing's, adoption presentations and placements, and finalization of the adoption Accurately and timely prepares Adoption Home Study Updates and Post Placement Adoptive Reports as required; reporting findings to supervisor in a timely manner Professionally presents and introduces prospective adoptive families to Child Protective Services in Selection Staffing as requested Prepares and completes all required adoption paperwork accurately and timely Effectively assists adoptive parents in researching and applying for adoption resources, such as subsidies, referrals for post-adoptive services, and therapy Effectively conducts face-to-face visits with adoptive family after placement date, including 14 day

visit and monthly visits with all household members, and documents each visit within required time frames (these visits are supervision of adoptive placement visits) Provides monthly documentation according to agency processes of supervision in the post placement process until consummation occurs Ensures service plan addresses adoption at the time of the adoptive placement and, if not already in existence or if expiring, creates and implements updated service plan within 30 days of placement Serves as a liaison with adoptive family's attorney and DFPS to prepare for finalization Completes applicable court paperwork accurately and timely necessary for adoption consummation RESPONSIBILITIES Serves in the on call rotation for after hours and weekend coverage as well as backup daily coverage as needed Provides crisis management to families as assigned, implementing clinical strategies as learned through training attended Attends trainings as scheduled Participates in meetings and chart audits as scheduled Provide and exhibit engagement skills as identified by Lonestar direction Opens and processes mail / e-mail daily in a timely manner Answers phone, collects messages, and responds to requests timely and accurately Inputs data into computer accurately and timely Represents Lonestar in the community by attending meetings and gatherings as required Assists in staff and foster/adoption parent training as required Attends all clinical meetings and department meetings as scheduled Advocates for foster/adoptive parents and children with other agencies as well as Lonestar staff Maintains compliance with all Lonestar policies, procedures, and regulatory requirements including all state and federal laws Reviews and supervises maintenance of complete and current records on each child and family in compliance with Child Placing Minimum Standards Maintains confidentiality as required by government law and regulations Performs other duties and tasks as requested QUALIFICATIONS Requires basic understanding of a specialized area within a comprehensive field of knowledge normally acquired through attainment of a Bachelor's degree in social work, sociology, psychology, human services or any related field, this is a must have. Must be able to use up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force continuously to move objects and/or people Must be in sufficient good health and physical condition, which includes the ability to see (primarily close vision for preparing/reading data and figures,

	<p>etc.), hear (receive verbal instructions, recognize differences in sound and differentiate tones/volumes), speak clearly (in person and on phone), manipulate objects (write, type, etc.), walk frequently, occasionally stand for long periods, occasionally sit for long periods, and occasionally squat, climb stairs, kneel, or twist</p> <p>Able to speak clearly and make self-understood in face to face interaction, to articulate with extreme accuracy and precision to give directions, and to speak on the phone in a professional and effective manner</p> <p>Able to motivate people and to develop and exercise good supervisory skills</p> <p>Able to be on-call as necessary and respond immediately to on call pager or phone</p> <p>Able to handle multiple tasks; a self-starter who is energetic and detail-oriented with excellent organizational skills</p> <p>Able to communicate effectively both verbally and in writing</p> <p>Able to deal with a variety of adults and children with a range of personalities and problems</p> <p>Able to maintain a high level of confidentiality</p> <p>Personality attuned to the requirements of meeting the needs of clients and able to establish and maintain effective working relationships with other employees and the public</p> <p>Good character, personal attributes, and mannerisms to be a good adult role model for clients and families and as a professional for staff under supervision</p> <p>Able to work effectively under stress and remain flexible in changing situations</p> <p>Able to concentrate on moderate to fine detail with some interruption and attend to tasks and functions for more than 60 minutes at a time</p> <p>Able to understand and relate to multiple ideas and the concepts/theories behind the ideas</p> <p>Able to remember multiple verbal and written tasks/assignments over several days and occasionally up to several months</p> <p>Proficient knowledge of standard business computer software required, such as word processing, email, spreadsheets, and databases</p> <p>BENEFITS Direct Deposit Paid Holidays Paid Time Off (PTO)</p>
Job Location	Bryan or Waco and surrounding areas
Salary Range	\$38,000 to \$40,000 annually
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Link to application web site (if applicable)

<https://lonestar.bamboohr.com/jobs/view.php?id=115>

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Application will be accepted until (closing date):	Open until filled