**CHILDREN’S HOME OF YORK**

**Job Description**

POSITION: Foster Care Caseworker I

LOCATION: Permanency Program

REPORTS TO: Program Supervisor

RESPONSIBILITIES:

1. Comply with all Agency and Program policies, procedures and protocols in a professional and ethical manner
2. Provide case management and advocacy services including placement supervision, support, guidance, and interventions for program youth, their families, and resource families
3. Perform Resource Home Visits and Safety Checks at least every-other week but more frequently as outlined in the ISP
4. Transport clients as needed in the absence of an available Transportation Aide
5. Attend court hearings, ISP meetings, team meetings, and case reviews as scheduled
6. Attend and actively participates in scheduled training experiences
7. Receive referrals made to the program and assists with determining appropriate resource family matches
8. Prepare and complete required reports and documentation in a timely and accurate manner, maintains files and records, and performs other required administrative tasks as assigned
9. Establish and maintain positive relationships with the referral providers, inter-agency members, resource families, and the community
10. Attend regular supervision with immediate supervisor
11. Maintain adoption units when needed and as assigned
12. Complete other duties as assigned by the Program Supervisor or Program Director

ESSENTIAL FUNCTIONS OF THE JOB:

1. Ability to intermittently stand and sit
2. Pushing, pulling, lifting, and carrying as required
3. Must be able to describe and articulate events in both written and spoken English
4. Must be able to read and comprehend reports written in English
5. Ability to provide vehicular transportation of clients
6. Has the mental and emotional capacity to work in a highly stressful environment
7. Maintains a flexible schedule for appointments and on-call duties

QUALIFICATIONS:

1. Bachelor’s degree required
2. Successful completion of Caseworker orientation or 1 year of caseworker experience
3. Good written and verbal communication skills
4. 21 years of age or older
5. All required clearances
6. Be sensitive to and comfortable with working in an agency that provides services to a culturally diverse population

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Employer Representative Signature Date

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Employee Signature Date