

**Buckner Children and Family Services, Inc.
OPEN POSITION POSTING**

Opening Date: May 19, 2010 **Closing Date:** Until Filled

Position Title: Case Manager **Position Status:** Full-Time, Exempt

Department/Division: Foster Care

Location: Beaumont, TX

BASIC FUNCTION:

Responsible for the coordination and provision of services to foster children, foster families, adoptive families, and agencies; and for the development and provision of services to family units.

Position description/objective:

- *1. Participate as a member of the Foster Care team to meet the physical, emotional, social, and spiritual needs of foster children during the time they are placed in a Buckner foster home, as outlined in each client's plan of service.
- *2. Provide ongoing case management for clients living in Buckner foster homes in accordance with established Buckner guidelines and procedures.
- *3. Participate in regular supervision and support with the client and foster parents during frequent home visits, office visits, and telephone contact as is required by state licensing and Buckner policy and procedure.
- *4. Work nights and weekends as required to complete job duties and meet business needs to provide services to our clients.
- *5. Provide individual, family and support group counseling to foster care clients.
- *6. Timely complete accurate and thorough documentation for case files in accordance with Buckner guidelines and procedures in order to meet minimum standards requirements.
- *7. Participate in Child Placing decisions for children being placed in foster homes.
- *8. Complete all necessary admission and assessment paperwork; plan and complete discharge paperwork.
- *9. Develop, monitor, and review with clients their Plan of Service designed to increase strengths, address needs, and reduce conflict in the home.
- *10. Provide counseling and crisis intervention as required.
- *11. Participate in the screening and licensing of potential foster parents as a member of the team.
- *12. Complete home studies for potential foster parents as a part of the licensing process.
- *13. Participate in facilitating training for foster parents to provide them with continuing education.
- *14. Participate in recruiting foster homes by making presentations to the general public when scheduled.
- *15. Attend and participate in in-service training, including SAMA, CPR/First Aid, Medications and other clinical related training as required.

- *16. Communicate with program staff to assess client's progress and needs.
- *17. Communicate with TDFPS (Texas Department of Family and Protective Services) and other placement agencies by telephone; meet with placement agency caseworkers to discuss client needs.
- *18. Supervise client's visits with parents as needed.
- *19. Report suspected child abuse/neglect to Administrator and appropriate law enforcement agencies.
- *20. Attend and participate in PPT and court hearings as needed.
- *21. Consult with supervisor on specific needs of clients.
- *22. Timely and accurately prepare progress reports for placement agency caseworkers as requested.
- *23. Maintain compliance with all Buckner policies, procedures and requirements. Maintain compliance with all state and federal laws and regulatory requirements.
- *24. Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- *25. Attend and participate in staff meetings and training as required.
- *26. Perform general office tasks as required.
- 27. Perform special assignments, projects, and other duties as required.

Numbers 1-3, 5-9, 12, 13, and 24 are considered Primary Duties for this job.

* Indicates essential functions of the job.

Required skills and experience:

1. Requires in-depth understanding of a comprehensive field of knowledge normally associated with the attainment of a Bachelor's Degree in a human services field. Bachelor's Degree in human services or other related field required. Minimum 2 years prior related experience required.
2. Requires proficient ability to speak, read and write English.
3. Requires knowledge and understanding of the legalities involved with medical intervention.
4. Requires excellent public speaking skills and the ability to successfully and effectively communicate in a professional manner with a multi-ethnic population base in the community; ability to effectively communicate both orally and in writing.
5. Requires ability to speak clearly and make self understood effectively in fact to face interactions; articulate with accuracy to speak on the phone.
6. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise.
7. Requires ability to maintain confidentiality.
8. Requires ability to effectively work under pressure and remain flexible as priorities change.
9. Requires ability to work under minimal supervision with awareness that error may have serious consequences; requires ability to exercise patience, initiative, and sound professional judgment.
10. Requires ability to work nights and weekends as required to meet business needs and provide services to clients.

11. Requires ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time (months).
12. Requires proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications, including, but not limited to, word processing, spread sheets, desktop publishing and graphics.
13. Requires commitment to Christian principles and teachings both professionally and personally.
14. Requires ability to provide personal transportation for home visits and other necessary travel to provide services to clients.
15. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. Must be age 21 or older to drive on behalf of Buckner.
16. Requires ability to travel as required with some overnight stays required; ability to be on call as assigned.
17. Requires ability to use up to 50 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.
18. Work deals mostly with areas such as preparing and reading data and figures, client records, reports, visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer
19. Requires ability to walk, stand and sit, sometimes for prolonged periods of time; ability to grasp, push, pull, carry or otherwise manipulate objects; occasionally required to squat, climb stairs, kneel and twist.
20. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

**Contact: Human Resources
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Buckner Children and Family Services, Inc. is an Equal Opportunity Employer.