

**Position Title:** Foster Care & Adoption Case Manager

**U.P. KIDS**

**Qualifications:**

A Master's or Bachelor's degree in social work, psychology, or related field required. Two years working with youth and families preferred. A personal vehicle, valid driver's license and good driving record. Maturity and temperament to effectively work with children and their families in a fair, consistent and compassionate way required.

**General Description of position:**

Foster Care & Adoption services delivered through case management duties that include service plans, home visits, foster parent training, recruitment, and licensing. Assisting and reporting to the foster care & adoption supervisor in the planning and implementation of these functions.

**Key Expectations/Responsibilities:**

- Respect the dignity and worth of clients and foster parents.
- Develop, coordinate, and implement treatment plans with youth & their families.
- Participate in service meetings and reviews, including intake, transfer and discharge meetings.
- Document meetings, contacts, and case progress.
- Conduct initial screenings of foster parents.
- Assist in conducting home studies and assessing potential foster parents.
- Assist in the recruitment, licensing and training of foster parents.
- Attend community, supervisory, staffing, and other meetings regarding foster care placements and program development.
- Become proficient in MiTeam principles and the MISACWIS data system.
- Participate in and often lead monthly meetings with foster parents to review youth progress and overall functioning of the foster parents, as well as assist foster parents in designing behavior interventions and responding to youth behavior.
- Participate in inspections at foster homes to review licensing standards and document non-compliances.
- Facilitate and finalize adoptions when opportunity arises.
- Write satisfactory case notes, letters and reports.
- Maintain client confidentiality per agency standards and codes of ethics.
- Consider the environmental, cultural, safety, diversity issues and needs for the foster parent and client.
- Identify and understand the strengths, abilities and competencies of the foster parent and client.
- Prepare to address appropriate issues during supervisory meetings.
- Accept direction from supervisor and implement supervisor's suggestions and instructions.
- Learn, understand, and support the agency mission, purpose and function.
- Adhere to all policies and procedures of the agency and state licensing.
- Complete other duties as assigned by supervisor.