

Women's Christian Alliance

Case Manager Job Description

GENERAL DEFINITIONS:

The employee in this position is responsible for carrying out the full range of counseling, casework and referral services to placement connected families that maximize chances for the child's successful reunification to natural family. This includes responsibility for a case management role in planning and coordinating all internal and external services for the client.

RESPONSIBILITIES:

- Maintaining regular in-person contacts with the child
- Preparing an ISP for the child
- Arranging visits for the child with his/her natural family on a regular basis
- Ensuring the child's safety while in care and during natural family visits
- Monitoring the child's participation in his/her educational program (including the coordination and availability and use of special support services and activities)
- Facilitating and monitoring the child's cognitive, emotional, moral and social growth and development
- Ensuring the child's basic health care is being met in keeping with specified cyclical (yearly and bi-annual) requirements
- Monitoring provisions within the home for the child (e.g., sleeping arrangements, diet, clothing, etc.)

QUALIFICATIONS:

BSW or related field and at least one (2) years of experience working with child welfare field and or youth services.