

POSITION DESCRIPTION

Classification: Foster Care/Adoption Caseworker

I. JOB DUTIES

A. Foster Care – Relationship Building and Support

1. Arrange the Family Team Meeting within 3-5 days of placement in the foster home – work with ongoing caseworker to coordinate meeting and make contacts
2. Work with Ongoing Family Services to coordinate monthly visit in foster family's home to visit foster parents and child
3. Participate in the Team Decision Making – Family Case Conference process
4. Work with foster parents on the FCNB Bridge to assist foster family in moving forward on Bridge when they, and the birth family are ready to do so
5. Act as a liaison between other staff members and foster parents
6. Respond to phone calls within 24 hours
7. Document foster parent requests and work with supervisor and staff to address and respond to requests
8. Notify foster parents of meetings, hearings, etc. a minimum of 10 working days prior to meeting
9. Assist with foster care placement assessments and planning
10. Attend monthly Foster Parent Association meeting
11. Attend monthly placement staffing meetings

B. Foster Care – Task Focused Responsibilities

1. License foster parents
2. Provide training for foster parent applicants
3. Re-license foster parents
4. Coordinate foster parent recruitment, retention and recognition events, including: Foster Parent Month; Christmas party; Foster Parent Association sponsored events, i.e., parades, fundraisers, parties
5. Keep foster parent records
6. Write clothing vouchers
7. Write and revise foster parent policies and procedures as needed
8. Investigate alleged foster parent rule violations
9. Attend State, District and Regional meetings that are pertinent to foster care
12. Coordinate a monthly foster parent newsletter

C. Adoption

1. Provide training for adoptive applicants
2. Adoptive home studies
3. Adoptive home study updates
4. Assist adoptive parents in understanding and supporting family connections (e.g. with siblings) of child to be adopted
5. support and assist adoptive parents in considering open adoption
6. Write/revise adoption policies/procedures as needed
7. Handle requests for adoptive post-finalization services, providing post-finalization services
8. Attend the Team Decision Making – Family Case Conference process as requested
9. Supervise adoptive placements/secure courtesy supervision of adoptive placements and maintain as a case during the pre-finalization period
10. Preparation of cases in transition into adoptive placement
11. Send out home studies of families to agencies who have waiting children
12. Keep adoption records
13. Recruitment, retention and recognition activities including Adoption Month
14. Attend State, District and Regional meetings pertinent to placements/adoption
15. Serve on committees/focus groups at state level as requested
16. Step-parent adoptions
17. Interstate home studies, as requested
18. List/remove children and families with the Ohio Adoption Photo Listing Book
19. Complete ODHS 1616, “Social and Medical History” with Ongoing Caseworkers

D. On-Call

1. Carry out on-call duties as assigned (refer to Position Description for on-call)

II. JOB REQUIREMENTS

- A. College degree in social work/social services
- B. Valid Ohio driver’s license and proof of car insurance coverage
- C. Good written and oral communication skills
- D. Responsible, mature and organized
- E. If not already an Adoption Assessor, must attend required training to get it and also maintain it

III. KNOWLEDGE REQUIRED

- A. Philosophy of foster care/adoption
- B. Foster care and Adoption rules from ODHS
- C. Local resources
- D. LCCSB policies and procedures
- E. Requirements of ongoing case duties
- F. Requirements of on-call duties
- G. Computer skills
- H. Listening and communication styles
- I. Child development
- J. Appropriate child discipline methods

IV. SKILLS REQUIRED

- A. Excellent listener
- B. Can set and achieve deadlines
- C. Perceptive to people's points of view
- D. Can be confronting
- E. Can be diplomatic
- F. Good written and oral communication
- G. Empathetic
- H. Good organizational skills
- I. Mature
- J. Responsible
- K. Sensitive to children's needs
- L. Good assessment skills
- M. Can work well with adults, children- particularly teenagers
- N. Can be a buffer to two sides

V. ADDITIONAL SKILLS/DUTIES

- A. Provide guidance/instruction/assignment to other Foster Care/Adoption workers

Re:

1. All aspects of the Foster Care and adoption programs as noted in Job Description

2. Meet with the Supervisor of Foster Care and Adoption Programs on a regular basis and keep aware of caseloads, activities, progress, trainings, events, etc.
3. Input into the evaluation of the second worker