<table>
<thead>
<tr>
<th>Job Title</th>
<th>Case Manager – Wichita Falls</th>
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<tbody>
<tr>
<td>Employer/ Agency</td>
<td>Presbyterian Children’s Homes and Services</td>
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<tr>
<td><strong>Job Description</strong></td>
<td>The Foster Care and Adoption Case Manager is responsible to guide, teach, and assist foster / adoptive parents in the delivery of their responsibilities in caring for the children placed in their homes.</td>
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**Essential Job Functions:**
1. Conduct home studies or home study updates for prospective or verified families, including all interviews, research, and report writing necessary.
2. Provide case management services for all assigned clients working with the Case Manager Supervisor, Clinical Supervisor and Program Director for guidance and assistance.
3. Provide leadership to the treatment team working closely with the foster / adoptive parents, teachers, therapists, CPS caseworkers, birth family, and significant others in order to implement successful treatment for each client.
4. Maintain accurate and professional documentation of child and family records.
5. Must have valid Texas Driver’s license, proof of insurance for the vehicle used in work related travel, and have a dependable vehicle.
6. Knowledge of treatment planning and effective treatment interventions for children and foster / adoptive families is required.
7. Write individualized service plans (ISP), admission assessments, and monthly case notes.
8. Facilitate the use of Trust Based Relational Intervention with foster / adoptive parents and children to promote healing of children in care.
9. Utilize therapeutic skill set to include: strength focused language, family-centered interaction, and goal-driven approach.
10. Facilitate adoptions in foster to adopt homes.
11. Other duties as assigned.

**Supervisory Responsibilities:**
- Develops and supervises foster / adoptive parents in the implementation of Individualized Service Plans for each child placed in their home.
- Provides consultation, individual training and assists with in-service training for each family on the Case Manager’s caseload.
- Supervises foster / adoptive parents and their record keeping concerning client progress, medical, dental and psychiatric information, billing and reimbursement information.
- Provides technical, emotional, information sharing and relationship building support to foster / adoptive parents.
- Monitors each foster / adoptive home for compliance with Minimum Standards, Council on Accreditation and program standards providing each family with documentation of compliance or non-compliance with a plan of correction in the case of non-compliance.
- Performs other duties as requested by the Case Manager Supervisor or Program Director.

**Qualifications**
A Master’s Degree in Social Work from an accredited university is preferred with one year paid experience working with children and families at-risk, or a Master’s or Bachelor’s Degree in a human services profession with three years of working with children or families at risk, or children in out of home care.

**Salary/Hours**
Commensurate with education/experience; Excellent benefits

**Employer/Agency**
Presbyterian Children’s Homes and Services

**Address**
3601 Taft Blvd

**City, State, Zip**
Wichita Falls, TX, 76308

**Contact Person**
Elisa R. Lopez

**Contact Title**
Human Resource Manager

**Telephone Number**
210-558-4770

**Fax Number**
512-476-8468

**Email Address**
employment@pchas.org

**Application Method**
Apply online: [http://texas.pchas.org/employment/](http://texas.pchas.org/employment/)

**Opening Date**
7/13/2015

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