

Job Title	Caseworker
Employer/ Agency	Casa de Esperanza de los Ninos
Job Description	<p>All of the tasks and responsibilities share the core goal of keeping the children and families we serve safe. Key to succeeding is the caseworker's role and ability to complete these tasks in a manner that allows the children and families we serve to feel genuinely supported, understood and listened to. These task requirements also bring the caseworker into contact with a wide variety of people and agencies, each with their own needs and goals that may not always be shared by everyone involved. Caseworkers are expected to establish and maintain individual relationships with everyone they encounter which often requires a good deal of patience, flexibility and negotiating skills. Achieving safety and support requires a good deal of judgement concerning confidentiality, boundaries and knowing when and how to respond to the anxieties, needs and hopes of those we serve. The quality of the relationships everyone at Casa de Esperanza develops and maintains with those we serve and each other has always been the most critical foundation of our success.</p> <ol style="list-style-type: none"> 1. Responsible for coordinating and participating in intake/admission, placement, and discharge of children to and from agency 2. Participate in a rotating on-call schedule for after-hour intakes, discharges, serious incidents, and other emergency occurrences that may arise 3. Supervise children of assigned caseload by visiting assigned foster homes on a monthly basis and appropriately documenting a summary of this supervision including but not limited to: the child's adjustment to foster care, the foster family's ability to meet the child's medical, developmental, and psychological needs, and case status/updates regarding the child's permanency plan 4. Responsible for developing a rapport and supportive relationship for assigned foster families in order to provide emotional support and guidance regarding the placement and well-being of the child(ren) in their home and appropriately involving the supervisor(s) when necessary 5. Responsible for the preparation, review, and monitoring of the Parent and Child Service Plan 6. Present parent and child service plan(s) at scheduled Plan of Service meetings with birth parent clients, foster parents, and Child Placement Management staff, to discuss the birth parent's progress with services, child's progress throughout their foster care placement, and appropriate permanency planning 7. Ensure that necessary medical, dental, developmental, specialist, and therapy needs for children in assigned caseload are being addressed in an appropriate and timely manner 8. Responsible for ensuring assigned foster homes maintain compliance with regards to safety standards outlined by agency polices and Licensing Minimum Standards through monthly home supervisions 9. Responsible for ongoing communication with birth parent clients and assisting, as necessary 10. Provide direct assistance to birth parent clients as they navigate assistance from community agencies offering financial, medical, educational, professional, psychological, and other necessary services 11. Manage the scheduling, supervising, and documenting family visits with birth parents and children in care (at times also including siblings, and other family members) 12. Assist with the transportation of children and/or birth parent clients

	<ol style="list-style-type: none"> 13. Develop and maintain relationships with local agencies and utilize contacts for referral of birth parent assistance and services toward service plan completion 14. Facilitate and mediate contact between assigned foster families and other parties involved in the case (i.e.; CPS, child advocates, attorney's, etc.) 15. Maintain frequent communication with DFPS/CPS regarding children on caseload and representing the agency in meetings and other related settings 16. Accurately document case updates/occurrences and important communication in an online KaleidaCare database 17. Responsible for ensuring all documentation is presented in a professional, thorough, and accurate manner while maintain compliance with Licensing standards 18. Responsible for documentation gathering from foster parents and maintaining the completeness and Licensing compliance of physical and electronic child files 19. Assist supervisor(s) with documentation gathering and auditing of foster home files/records for completeness and Licensing compliance 20. Represent the agency in DFPS/CPS staffings, court hearings, and other related meetings pertaining to the children in care and/or birth parent clients 21. Responsible for collaborating with supervisor(s) and legal counsel hired by agency in preparing for and testifying at legal proceedings on behalf of the children 22. Represent the agency at community foster parent trainings, occasional recruitment events, special events, and/or other community meetings as needed 23. Responsible for maintaining client and agency confidentiality at all times
Qualifications	<ol style="list-style-type: none"> 1. College degree (B.A. or B.S. or higher education) 2. Two years' experience in child welfare, child-care, or related field 3. Able to establish and maintain a positive, professional work environment 4. Able to work collaboratively with Casework Department and Residential Program 5. Ability to work with high degree of independence, initiative, and flexibility 6. Strong computer skills and knowledge of or ability to learn database management 7. Strong organization, writing, interpersonal communication, and problem-solving skills 8. Work schedule flexibility; Ability to be on-call and work occasional weekends/evenings
Salary/Hours	Commensurate with experience; 40 hours/week
Employer/Agency	Casa de Esperanza de los Ninos
Address	2911 Corder Street
City, State, Zip	Houston, TX 77054
Contact Person	Darean Talmadge
Contact Title	Coordinator of Personnel & Recruitment
Telephone Number	713-818-0130
Fax Number	713-529-9179
Email Address	dtalmadge@casahope.org
Application Method	Send resume via e-mail to susan@casahope.org
Opening Date	7/31/2020; closing 9/15/2020

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