

FAMILY ALLIES, Inc.

Dependency Care Manager

Department: Case Management

Reports to: Care Manager Supervisor

Job Code: FAI01

Labor Type: Full Time

Band: None

Salary/wage Grade: N-4

Division: Family Allies

Status: Non-Exempt

Position Summary: The Family Allies Care Manager adheres to the BFP System of Care principles of practice and provides family centered strength based assessment, planning, linkage, coordination, and advocacy for children and families. The Care Manager works as a team member with key partners including parents, family members, foster parents, caregivers, guardian ad litem, DCF Protective Investigators, CLS attorneys, therapists, providers, and other appropriate professionals. The Care Manager will train and become proficient in identifying and assessing child and family needs with the ultimate goal of achieving permanency.

Must successfully complete Child Protection Certification training and examination, then a considerable period of monitored field practice under close supervision and the associated field case assessment process.

Technical/Functional Expectations:

1. *Complete required certification* - Attend Child Protection Certification training (pre-service) and successfully attain a passing score of 86% or higher on the required examination.
2. *Safety* - Conduct family function and child safety assessments; develop, monitor, and manage required safety plans.
3. *Permanency* - Identify and develop plan to successfully achieve permanency for children placed in out-of-home care.
4. *Service Delivery* - Assess child and family needs; develop service plans; coordinate the delivery of services; ensure all referrals and linkages to children/parents/caregivers are completed.
5. *Reports* - Prepare all required court reports and submit within the required timeframes; make recommendations; testify at court hearings regarding reunification, permanent guardianship, termination of parental rights, or other case management activities; ensure court orders are completed within required timeframes.
6. *Documentation* - Develop and maintain case and program documentation according to contract; ensure documentation occurs within the SACWIS system and other related systems within required timeframes.
7. *Engagement* - Adherence to the local SOC values, goals and priorities for Brevard's children, youth and families; Utilize a family centered strength based approach to care; Monitor quality of care by conducting face-to-face home visits with children minimally every 30 days, or with increased frequency as determined by case situations and supervisory direction; facilitate, monitor, and assess visitation between children, parents, and siblings to ensure safety and observe interactions.
8. *Support* - Provide support to children, caregivers and family members to assure stable placement and timely achievement of permanency; Coordinate cases with supervisor, team members, providers, DCF and attorneys as needed.
9. *Court Appearance and Preparation*- Review case information prior to every hearing in order to be prepared to answer any questions from the Court regarding the status of the case, services, and progress towards permanency; Dress appropriately for Court appearances and ensure all court hearings are attended timely.
10. *Initiatives:* Embraces and participates in initiatives and programs designed to enhance the System of Care.

Behavioral Competencies:

1. *Trust and Respect:* Able to demonstrate and treat others in an honest and straightforward manner; keep dealings with others confidential; keep word and follow through on commitments.
2. *Prioritizing:* Able to quickly focus on what is important; establish a sequence of tasks and completion dates; set priorities and allocate time and resources when faced with competing demands.
3. *Sensitivity:* Work effectively with and show sensitivity to cultural differences and various socio-economic backgrounds of others.
4. *Ethics:* Adhere to and model principles and values of Agency and System of Care by being strength-based and solution-focused; maintains highest level of integrity and ethical standards and work; ability to handle confidential information appropriately.
5. *Partnership:* collaboratively with employees, partners, stakeholders and clients in all interactions.
6. *Communication:* Able to confidently present information to children, parents, partners, court, etc. and speak to individuals and co-workers in an effective and persuasive manner.
7. *Flexibility* - Able to perform job duties at a high level of autonomy or with minimal supervision; able to set appropriate limits and boundaries with children and families; able to travel and make home visits; able to work flexible hours as required.

Business Experience:

1. *Valid Driver's License - Essential:* A valid driver's license is required in order to attend meetings and other activities throughout the County and State.
2. *Strong written and verbal communication skills:* Strong communication skills are essential in order to clearly and concisely articulate programs, proposals, write policies and respond to program inquiries in a professional manner.
3. *Collaborative, solution-focused approach:* A collaborative, solution-focused approach is essential in order to foster and develop relationships and to build consensus among parties with conflicting positions and opinions.
4. *Computer literacy:* Intermediate skill in Word, Excel, SACWIS system are required.

Educational and Experience Requirements:

1. Bachelor's degree in social work or related area of study from an accredited college or university required. (Related degrees are Criminology, Psychology, Sociology, Counselling, Special Education, Education, Human Development, Child Development, Family Development, Marriage and Family Therapy)
2. Master's degree in Social Work or related field of study preferred
3. Two years' experience working with at risk children and families preferred

Physical Requirements:

1. Lifting 20 pounds
2. Carrying 20 pounds
3. Reaching
4. Sitting
5. Standing
6. Bending
7. Near Acuity
8. Reading
9. Speaking
10. Listening
11. Typing
12. Writing

I have read the official job description for the position identified above specifying the knowledge, skills and abilities required in addition to physical requirements and the work environment. I further certify that I am able to perform the essential functions as identified in the job description for this position with, or without reasonable accommodation.

Employee Name (Printed)

Date

Employee Signature

Supervisor Name (Printed)

Date

Supervisor Signature