Part-time Case Manager (up to 30 hours per week) needed for a therapeutic foster care agency in Richmond. The Case Manager shall have excellent verbal and written communication skills. Must be able to adapt to new software and has Microsoft Office experience.

**Qualifications:**

The Case Manager shall have a doctor’s or master’s degree in social work from a college or university accredited by the Council on Social Work Education or a field related to social work such as sociology, psychology, special education, or counseling, with a student placement in providing casework services to children and families. One year of experience in providing casework services to children and families; or a baccalaureate degree in social work or a field related to social work including sociology, psychology, special education or counseling and one year of experience in providing casework services to children and families; or a baccalaureate degree in any field plus two years of experience in providing casework services to children and families.

**Principal Duties/Responsibilities Include:**

1. Interviewing children and families;
2. Conducting and writing home studies;
3. Service planning by developing individual treatment plans with children and families and continually evaluates and reviews each child’s plan of care;
4. Provides supervision and case management services to foster children including, advocating on behalf of the child and family, and monitoring progress in each case to ensure services are delivered to the foster child;
5. Periodically assessing child’s needs to determine the need for psychosocial, nutritional, medical, and educational services;
6. Coordinating referrals by assisting the child in arranging for appropriate services and ensuring continuity of care for a child in treatment foster care. The case worker shall link the child to services and supports specified in the individualized treatment and service plan. The case manager shall directly assist the child to locate or obtain needed services and resources. The case manager shall coordinate services and service planning with other agencies and providers involved with the child by arranging, as needed, medial, remedial, and dental services;
7. Monitoring and following up by assessing ongoing progress in each case and ensuring services are delivered. The case worker shall continually evaluate and review each child’s plan of care. The case worker shall collaborate with the family assessment and planning teams and other involved parties on review and coordination of services to children and their families;
8. Educating and counseling by guiding the child and developing a supportive relationship that promotes the service plan; and
9. Collaborating closely with the family assessment and planning teams and other involved parties in preparation of all case plans. Additionally participates in individual supervision, case conferences, staff meetings, in-service trainings, and workshops.
10. Coordinating services to minimize fragmentation of care, reduce barriers, and link children with appropriate services to ensure comprehensive, continuous access to needed medical, social, educational, and other services appropriate to the needs of the child;
11. Prepares and maintains case records in compliance with regulations of Virginia Department of Social Services, DMAS, and of the agency;
12. Counsels children and families in preparation for placement and discharge;
13. Monitors foster parent’s participation in training and completion of paperwork documenting progress of the children placed in the home and other required paperwork;
14. Place children with approved foster families;
15. Inputs data in case management software program;
16. Participates in emergency on call rotation; and
17. Additional duties as privileged to do so.