

Job Title	Case Manager
Employer/ Agency	Casa de Esperanza de los Niños
Job Description	<p>The Case Manager provides case management to children and birth parents on their assigned caseload. This includes supervising the child’s foster home placement to ensure compliance; developing Plan of Service and ensuring service delivery; conducting intake, placement, and discharge activities; liaising with other professionals; and responding to crises.</p> <p>Job Duties/Essential Functions</p> <ol style="list-style-type: none"> 1) Case Management for Children in Care <ul style="list-style-type: none"> • Maintain a maximum caseload of 20 children • Supervise the child’s placement in the foster home which includes conducting monthly home visits, in office visits, and telephone contact. • Assess and document child’s adjustment to the home; child’s medical, developmental, and behavioral needs and family’s ability to meet them; and child’s permanency plan and steps to achieve permanence • Ensure that foster home meets standards set by Licensing, DFPS, and Casa de Esperanza • Develop a Plan of Service for every child on caseload and provide Foster Parent guidance and service recommendations • Schedule, supervise, transport to, and document family visitation • Liaise with others involved in the child’s case including DFPS caseworkers, attorneys, Child Advocates, and health care professionals • Obtain legal documentation (such as birth certificates) for children in care 2) Intakes, Placement, & Discharge <ul style="list-style-type: none"> • Complete paperwork upon admission, change of placement, and discharge from Casa’s program 3) Cross-System Coordination <ul style="list-style-type: none"> • Obtain records for medical, educational, and developmental services child received prior to entering into foster care • Liaise with caregivers and Health Care Professionals to ensure that referrals for services such as specialists and therapies are processed and that services begin as recommended 4) Case Management for Birth Parents of Children in Care Placed Voluntarily <ul style="list-style-type: none"> • Develop a Plan of Service for every parent on caseload (including non-placing parent) and provide direct referral to recommended services • Locate non-placing parent and clarify parental relationships • Assist birth parents in times of crisis/distress through referral and liaising with other agencies
Qualifications	<p>EDUCATION: Bachelor’s Degree</p> <p>EXPERIENCE: Two Years in a child welfare or related field</p>

	<p>Additional Requirements</p> <ul style="list-style-type: none"> -Clear Drug Screen, Background Check, Driving Record; Valid Texas Driver's License held for at least two years -This position requires frequent availability evenings, weekends, and outside of typical business hours including an on-call requirement <p>Knowledge, Skills, & Abilities</p> <ul style="list-style-type: none"> -Working knowledge and understanding of the needs of clients served by the agency -Skill in service planning, follow through, and accurate documentation -Ability to assess child safety needs and maintain child's safe environment in foster home and family visits -Excellent communication skills- verbal and written- and ability to tailor communications to client needs -Working knowledge of Minimum Standards and DFPS Standards -Working knowledge of available services for client referral with a specific emphasis on services available under STAR Health -Proficient in Microsoft Office -Proficient in foster care database documentation
Salary/Hours	\$50,000 M-F 9a-5p with required on-call rotation
Address	2911 Corder St.
City, State, Zip	Houston, TX 77054
Contact Person	Darean Talmadge
Contact Title	Human Resources Coordinator
Telephone Number	713-529-0639
Email Address	dtalmadge@casahope.org
Application Method	Submit application at https://apply.appone.com/job/69a1bd7f1b4395fe17b956a5
Opening Date	Immediately