



Job Title:	Adoption Preservation Case Manager	Date Approved by Board:	7/22/19
Department:	Outreach	Supervisory Responsibilities:	None
Position Status:	Full-Time	FLSA Status:	Exempt
Supervisor:	Adoption Preservation Therapist/Supervisor		

Position Summary: Responsible for the health, safety, family system's impact of permanency, and well-being of the children on caseload. Provide clinical and technical support to adoptive parents through trauma-focused case management services, crisis management, home visits, weekly contact, monitoring of service compliance, documentation and ongoing training and advocacy. The main objective for this position is to effectively work towards maintaining permanency for children while actively assessing the needs of the child and their adoptive parent(s), and coordinating interventions with the therapist, and other members to the service team as necessary.

Responsibilities:

- Provide Case Management for all assigned children and families. Maintains caseload of 10-12 children and families.
- Conduct Face to Face interviews with each child and family individually at least 1 time per month.
- Maintain a working relationship with child, parents, teachers, therapist and community providers to assist in collaborative efforts to preserve the placement of each child.
- Documentation of meeting contacts and case progress by completing paperwork, progress notes, incident reports and writing individual service plans in tandem with the therapist.
- Respect the dignity and worth of individuals.
- Maintain confidentiality per agency standards, HIPPA, state regulations, and NASW Code of Ethics.
- Consider the environmental, cultural, safety, diversity issues and needs for the child and family.
- Identify and maximize the strength, ability and competency of children and families.
- Participate in Program development as needed.
- Participate in supervision meetings with immediate supervisor.
- Participate in all FamilyCore assigned meetings.
- Maintains regular communication with clients through phone calls, emails, home visits
- Travel within 17 county area using personal vehicle to provide services. Provide transportation for client appointments if needed.
- Track Case Management Outcomes and Outputs based on goals established in the Adoption Preservation (AP) Program Plan.
- Accept and implement direction, instruction and correction from immediate supervisor.
- Working knowledge of de-escalation techniques and methods.
- Adhere to standards adopted through Council on Accreditation.
- Ability to organize and maintain data and confidential information.
- Develop and maintain working relationships with all internal and external clients.

Responsibilities Continued:

- Ensure safety protocols and policies are practiced at all times.
- Assumes responsibility for professional development and cultural competency.
- *Performs other duties as assigned.

Requirements:**Education and Experience:**

- Bachelor's degree from an accredited school.
- 1-3 years of experience.

Competency:

- Must pass required background check.
- Ability to set and maintain professional boundaries with clients.
- Ability to analyze, process, organize and maintain data and confidential information.
- Must possess valid Illinois Driver's License in good standing and proof of valid vehicle insurance.
- Utilize time tracking software and all other software required to fulfill duties.
- Safe, reliable personal vehicle, to be used for FamilyCore business, including transporting clients.
- Must be CPR and First Aid certified.
- Must complete child passenger safety training.
- Ability to be sensitive and understanding of cultural and lifestyle differences of all people regardless of race, religion, sexual orientation, age, or background.
- Successfully complete FamilyCore and DCFS training as required.
- Clinical experience to assess and support client assessments as needed.
- Excellent planning and organizational skills.
- Strong interpersonal and problem-solving skills.
- Strong ability to work within from an interdisciplinary model of care.
- Basic Proficiency in MS Word and Excel and PowerPoint.
- Ability to establish and maintain a client focus.
- Successfully complete FamilyCore training as required.
- Ability to operate a 7 and 15 passenger van.
- Obtain parental permissions and develop effective working relationships with them.
- Must complete child passenger safety training.

Physical:

- Regular reaching overhead, grasping, fingering, standing, stooping, lifting, pulling and pushing up to 25 lbs. and occasionally up to 50 lbs., and other physical activities related to an office environment.

Work Environment:

- May be subject to distraction and interruptions. May be subject to difficult client interactions that involve behavioral and emotional challenges.
- Work occurs in and out of an office environment. Frequently exposed to loud noise and outdoor weather conditions.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name Printed: _____ Date: _____

Employee Signature: _____

FamilyCore is an Equal Employment Opportunity Employer

**Clarification for 'Other duties as assigned': This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice*