



Job Title:	Case Aide Supervisor	Date Approved by Board:	4/27/2020
Department:	Child Welfare	Supervisory Responsibilities:	Yes
Position Status:	Full Time	FLSA Status:	Exempt
Supervisor:	Child Welfare Supervisor		

Position Summary: Provides supervision, direction and support to the case aides and is an integral part of the Child Welfare team to achieve family reunification or permanencies, for children in foster care. Arrange and monitor transportation for children and parents in order to engage in parent and child visitation. Promote the culture and competencies of Leaders Grow Leaders; Leaders Get Measurable Results and Leaders Shape FamilyCore Culture. These competencies are:

- Leaders Grow Leaders
 - Talent recruitment, retention
 - Succession Planning
 - Mentoring
 - Professionalism, Communicates effectively and stays current with technology
- Leaders Get Measurable Results
 - Innovation- New programming, new funding sources, new partnerships or collaborations
 - Operational Excellence- Program Management, Program Delivery, Contractual Obligations, Council on Accreditation.
 - Customer Excellence and Satisfaction- responses, management and participation
- Leaders Shape FamilyCore Culture
 - Transformation that crosses total FamilyCore impacts
 - Collaboration that impacts FamilyCore
 - Ambassador internal and external to FamilyCore, marketing all services

Responsibilities:

- Ensure clients receive high-quality services and that the treatment environment operates in accordance with best practices and in full compliance with Council on Accreditation, Department of Children and Family Services Rule and Procedure and applicable standards.
- Ensure Case Aide services operate in a fiscally responsible manner and manage and respond to all contract requirements.
- Provide supervision, support and direction to case aides.
- Ensure promotion of FamilyCore services through building relationships with Department of Children and Family Services.
- 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.
- Oversee the Case Aide's entry of visitation notes in the statewide automated child welfare information system.
- Ensure all parent, child and sibling visitations occur as needed by Child Welfare staff.
- Ensure safety protocols and policies are practiced at all times.
- Assume responsibility for professional development and cultural competency.

As of 4/27/2020

Requirements Continued:

- *Perform other duties as assigned.

Education and Experience:

- Bachelor's degree from an accredited university in social work or related field required.
- 2 years' experience required.
- Supervisory experience preferred.

Competency:

- Create and implement the transportation and visitation schedule.
- Ability to plan, budget, and organize in a management capacity.
- Strong skill in the areas of fiscal, personnel, and administrative management.
- Highly responsive to client and staff needs with respect to the National Association of Social Workers Code of Ethics.
- Working knowledge of Child Welfare and Foster Care in Illinois.
- Excellent planning and organizational skills.
- Strong interpersonal, problem-solving, and teamwork skills.
- Collaborate and contribute to team and FamilyCore quality improvement and evaluation activities.
- Must pass lift test.
- Safe, reliable personal vehicle, to be used for FamilyCore business, including transporting clients.
- Ability to operate FamilyCore vehicles.
- Must complete child passenger safety training.
- CPR and First Aid certification required.
- Promote and demonstrate commitment to FamilyCore's mission, vision and values.
- Strong skill in the areas of fiscal, personnel, and administrative management.
- Highly responsive to client and staff needs with respect to the National Association of Social Workers Code of Ethics.
- Ability to establish and maintain a client focus.
- Must possess valid Illinois Driver's License in good standing and proof of valid vehicle insurance.
- Must pass required background check.
- Identify & develop community resources in support of FamilyCore as well as program expansion.
- Collaborate and contribute to team and FamilyCore quality improvement and evaluation activities.
- Utilize time tracking software and all other software required to fulfill duties.
- 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 training as required.

Physical:

- Regular sitting, walking, standing, grasping, fingering, and reaching.
- Occasional stooping, reaching overhead, and lifting, pulling and pushing up to 45 lbs.
- Operate general office equipment, including multi-line phone, fax machine, printer, copier, and personal computer, with or without dual monitors.

Work Environment:

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

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*