

Case Aide- Jefferson County

SUMMARY OF POSITION

The purpose of this position is to facilitate supervised visitation between parents and children in foster care to nourish the parent-child relationship with the outcome of improved secure attachment and bonding. Under the direction of the Regional Director, this position will support all case management activities that advance services to children/families in the custody of/or under the supervision of the state agency with the primary focus of permanence, safety and well-being of the child. This position demonstrates a commitment to connecting children to families and keeping families connected and provides all services in accordance with the teachings of the Catholic Church.

QUALIFICATIONS

Visitation Facilitator

- Provides transportation of children in foster care to and from parent-child visitation, sibling visitation, counseling and other services.
- Provides supervision during visits, assuring appropriate interaction between parents and children.
- Completes necessary documentation concerning parent-child visits and informs case workers of any concerns.
- Makes telephone calls to confirm appointments and locate resources, and performs other duties as assigned.
- Assist clients seeking to contact their workers; respond in a professional manner to clients in crisis.
- Consult with Program management staff as needed in response to client questions.
- Handle all client information in a confidential manner in compliance with agency policy.
- Ensure the safety and well-being of children for whom service is being provided.
- Participate in family support team meetings as directed by case management staff.

Record Keeping

- Assist in filing and uploading documents to OnBase as needed.
- Assist staff in preparing the case record for closure.
- Assured that the closed records are filed appropriately and returned timely following closing.

Data Entry

- Develop a working knowledge of the following data systems: FACES, CSWIS.
- Assist Foster Care staff in FACES data entry as directed by program management staff.

General

- Comply with all confidentiality and security standards imposed by HIPAA, COA, and other external bodies as well as those specified in internal organizational policies.
- Work as an effective member of the Foster Care team, attending staff meetings as deemed appropriate by Program management.
- Participate in agency and departmental events that support the general function of the agency or program.
- Attend all Foster Care Team meetings and Good Shepherd all staff meetings.
- Respond to all emails and voice messages promptly and courteously.
- Attend training to enhance competencies related to job position and ensure all required job-related knowledge is acquired.
- Conduct activities in a manner to facilitate the fundamental goals of achieving permanency for children, placement stability, safety of children and reduction of residential utilization.
- The majority of this job is performed in the community and staff will need to transport clients to activities or appointments and therefore must be 21 years of age, possess a valid driver's license, reliable access to an automobile and valid automobile insurance is required.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

- HS Diploma or GED.
- At least 1 year experience in the field of child welfare.
- Practical/life experience in supervising children and/or working with families is required.
- Understanding of the experience of foster children and comfort level in interacting with children and families impacted by the child welfare system.

TO APPLY

To apply, submit a resume and cover letter to Abbey Ross at aross@gsstl.org.