



JOB DESCRIPTION

Job Title: Foster Care Case Aide

Ministry: Good Shepherd Children and Family Services

Reports To: Regional Director

Date: 01/01/2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

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.

OVERVIEW & RESPONSIBILITIES

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.

KNOWLEDGE & EXPERIENCE 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.

SKILLS & COMPETENCIES REQUIRED

- Supportive of the mission of Good Shepherd Children & Family Services.
- Ability to develop a working knowledge of our various web-based systems in order to input data.
- Proficiency in Microsoft Office.
- Excellent written and verbal communication skills.
- Ability to manage requests from multiple team members and prioritize assignments appropriately.
- Good decision making and problem-solving skills.
- Positive, non-judgmental attitude.
- Ability to work independently and communicate efficiently.
- Strong assessment skills.
- Strength-based approach in working with staff and clients.
- Effective team player.
- Ability to work with a culturally diverse population.
- Ability to advocate assertively for children and their families.
- Ability to work with multi-problem families.
- Flexible schedule including availability on the evenings and weekends according to client's needs.
- Independently arrange a weekly work schedule not to exceed 40 hours to accommodate clients' and agency needs.
- Conflict resolution and crisis intervention.
- Ability to prioritize and organize needed tasks to be successful in the position.
- Ability to make independent decisions through application of common sense, data, and knowledge gained through training and education.
- Proven ability to utilize Microsoft office products (i.e. Outlook, Word, Excel, etc) and navigate various electronic databases.
- Sufficient typing skills required.

RESOURCES FOR WHICH ACCOUNTABLE

N/A

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE