

## **Lead Foster Care Case Manager**

Progressive Life Center, Inc. (PLC), a private, non-profit human services agency, provides an array of community-based services to adjudicated youth and their families within the Washington, D.C.; Baltimore, MD; Prince George's County, MD; Philadelphia, PA; and Newark, DE areas. PLC's core service areas are child welfare, juvenile justice, and behavioral health. A sample of programs and services include: foster care and adoptions, kinship care, family preservation, independent living, case management, juvenile diversion, parenting training, individual and family counseling, and substance abuse prevention.

### **Program Summary:**

The Philadelphia NIA Foster Care program provides general and treatment foster care services for children and youth from infancy to 21 years of age. In-line with our goal to reunify children and youth with their biological parents or identify loving and safe permanent homes, Philadelphia NIA recruit, train and license new resource foster families/homes and provide case management support to resource foster parents, children and youth, and the biological parents.

As a result of our efforts, we are proud to report that the Philadelphia Nia Foster Care Program ranked in the top five, treatment foster care, programs in Philadelphia City with the highest permanency rates for fiscal year 2014.

### **Position Description:**

The Lead Foster Care Case Manager position requires the incumbent to manage and monitor all new intakes and foster care cases.

The Lead Foster Care Case Manager will be responsible for leading and/or assisting with recruitment, licensing and training new and current foster parents; maintain a caseload of 10 to 12 cases while assisting with Intake, Recruitment, Training & Licensing; Monitor and report all emergencies to program supervisor and/or carry and respond to after hour on-call cell phone emergencies phone as needed; Provide case management and referral services; provide and link clients/biological families to follow-up services; Review, collect, and file all monthly licensing and other outstanding documents for resource foster parent and client files while maintaining fully compliant files and annual licensure. Complete safety in home inspections, pre-service licensing documentation, home-studies & counseling monthly (or as needed); Submit all client documentation to the Program supervisor or Regional Director on a weekly basis; Begin and complete re-certification three (3-4) months prior to initial licensure date, annual; Serves as a recruiter, trainer and licensing support when requested (80% of workload initially until foster care client caseload increases to 8 - 10); Complete weekly/monthly case notes for all clients/foster parent/biological families on foster care caseload; Ensure that training and certification processes meet the requirements of the child placement license; When needed, participate and facilitate resource foster parent trainings; Attend recruitment, training & licensing workshops, certification trainings, etc. to increase knowledge of resource home care development; Attend and participate in weekly supervision and case conferences; Attend and participate in interdisciplinary team meetings; Enter and maintain accurate data into the database system; Complete other duties as assigned.

### **Qualifications:**

- Bachelor's degree in psychology, social work, counseling, education or other human service field from accredited college or university; Masters in Social Work preferred.
- Minimum three to five (3-5) years of progressive experience working with children, youth and families in human service setting.
- Spanish speaking is preferred.
- Experience in foster care and human services best practices & training.
- Experience utilizing MS Office Suite and databases.

### **EQUAL OPPORTUNITY EMPLOYER**

*PLC is an equal opportunity employer. PLC does not discriminate in employment on account of race, sex, color, religion, sexual orientation, national origin, citizenship, mental disability, or military status.*

**Benefits:**

We offer exceptional benefits package with an opportunity for personal and professional growth. EOE.

**Benefits Package:**

1. Clinical Training
2. Continuing Education Units
3. Fringe Benefits
4. Investment package
5. Flexible work schedule

**Physical Demands:**

Physical Demands (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

- Ability to remain in a stationary position 50% of the time.
- Ability to occasionally move about inside the office to access file cabinets, office machinery, etc.;
- Ability to operate a computer and other office productivity machinery;
- Ability to position self to stoop, kneel, crouch, or crawl;
- Ability to frequently communicate with employees/customers/clients; and must be able to exchange accurate information by perceiving the nature of sound, near and far vision, depth perception, providing oral and written information;
- Ability to frequently move files weighing up to 20 pounds throughout the office space;
- Ability to be on call and often respond to situations during off hours which can disrupt normal sleep patterns and cause fatigue;
- Ability to physically restrain children when required and protect him/her in physically confrontational situations;
- Ability to face a significant amount of emotional stress which can cause related physical stress;
- In cases of child relocation, the incumbent may be required to assist the child by carrying belongings and must often lift, carry and/or comfort small children.

**Work Environment:**

- Normal office environment or residential facility, but also may travel locally to visit clients within their homes, meet with service providers, and/or attend meetings:
  - Schools, hospitals, mental health clinics, private practices, prisons, corporations, and numerous public and private agencies.

Progressive Life Center  
Position # YPA FC RHC LFCCM (12-2020)  
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Fax: 202-842-1631

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