

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. Employee Number	Position Number
---------------------------------------	--------------------	-----------------

3. Department Children & Youth Services	Bureau	Division	Headquarters	Organization Code
--	--------	----------	--------------	-------------------

4. Class Title Caseworker – Foster Care Program	Working Title	Class Code
--	---------------	------------

<p>5. Regular Work Schedule</p> <p>Start Time: <input type="text" value="8:30 a.m."/> Lunch Length: <input type="text" value="1 hour"/></p> <p>End Time: <input type="text" value="5:00 p.m."/> Hours/Week: <input type="text" value="37 ½ hrs"/></p> <p>Days Worked (check all that apply):</p> <table style="width:100%"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>	S	M	T	W	Th	F	S		X	X	X	X	X		<p>Position is:</p> <table style="width:100%"> <tr> <td><input checked="" type="checkbox"/> Full-Time</td> <td><input checked="" type="checkbox"/> Permanent</td> </tr> <tr> <td><input type="checkbox"/> Part-Time</td> <td><input type="checkbox"/> Temporary</td> </tr> </table> <p>Reports to: Name _____ Class Title _____</p> <p>Explain any schedule variations: Monday to Friday 8:30 – 5pm; need to work before or after these hours in order to deal with emergencies, placements or attend home visits. COMP time is available for working before or after regular day. Evening or weekend work will be scheduled. Evening and weekend is generally community involvement or foster parent training sessions. (Usually 1Xper month is anticipated for evening or weekend work).</p>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
S	M	T	W	Th	F	S													
	X	X	X	X	X														
<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent																		
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary																		

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Responsibilities of the job consist of the following:

- Facilitate placement of all children in most appropriate available agency or purchased service foster home.
- Supervise day-to-day functioning of 30 agency approved foster homes and insure compliance of those homes with all state and local foster home regulations/policies/procedures.
- Minimally conduct monthly home visits to assigned foster homes.
- Respond to all foster parent inquiries regarding on-going needs of foster children, i.e. medical and dental appointments, therapy, natural family visitation. Insure all necessary documentation required by foster parents is submitted within necessary time frames.
- Assist in the recruitment, orientation and pre-service training of new foster homes for the agency.
- Assist in developing and implementing a varied program of in-service trainings for agency approved foster homes.
- Attend and participate in individual meetings and staffings for children placed in foster homes within the foster home worker's caseload.
- Provide transportation as necessary.
- Conduct annual evaluations/updates on each approved foster home on the foster home worker's caseload.
- Maintain required files on each foster home on caseload.
- Response to on-call pager during assigned periods (additional compensation provided).
- Complete other duties as assigned by management.
- Travel is required.

7. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

8. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct. This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

