



Job Title:	Post Adoption Case Manager	Job Category:	Salary, Non-Exempt
Department/Group:	Program	Job Code/ Req#:	253
Location:	South Texas	Travel Required:	Travel Required
Reports To:	Supervisor of Post Adoption Services	Position Type:	Part-time

Job Description

ROLE

The Post Adoption Case Manager is a member of the post adoption program team and will work with the Supervisor of the post adoption program to provide information and referral services to post adoption families seeking services, as needed. The Post Adoption Case Manager will work to maintain an effective working relationship between all Arms Wide Adoption Services programs in order to provide a continuum of service to adopted children and their families. Casework consists of the planning and coordination of post adoption services to an adopted child and their family in order to help the family and child adjust to the adoption, cope with any history of abuse in the child's background, and avoid permanent or long-term removal of adopted children from the family.

RESPONSIBILITIES

- Carries a caseload of post adoption clients.
- Assists with information and referral for TDFPS contract, including services to families out of state that are eligible for post adoption services through the contract.
- Responsible for documenting and determining client eligibility, maintaining case records, assessing third party resources and ensuring these resources are applied when available, assessing client needs, developing a sound written service plan and updating the service plan in compliance with TDFPS contract standards.
- Assesses adopted child's need for placement outside the home and applies for level-of-care determination if the child requires such care.
- Works to find community resources that support families that have adopted TDFPS children. These might include, but are not limited to, therapists, psychologists, psychiatrists, respite providers, etc.
- Supporting family functioning by attending meetings with them in the community, such as ARD meetings, CRCG's, or MHMRA meetings.
- Reviews billing from subcontractor to the post adoption program for direct client caseload.
- Participates in case staffing, supervisory conferences, and staff continuing education.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree in Social Work, or related area, with one year of child welfare or child placing experience
- Bilingual in Spanish/English preferred



PREFERRED SKILLS

- Basic knowledge of human growth and development
- Understanding of family dynamics theory and practice
- Interviewing skills
- Ability to evaluate parenting skills
- Ability to work independently and as a team member
- Ability to use information from other disciplines in evaluating children
- Ability to cope with changing situations and work under pressure
- Requires good, basic, clerical and administrative skills with emphasis on verbal and written communication skills (in English); good common sense; positive attitude; willingness to take initiative; and ability to maintain confidentiality.
- Requires knowledge of DFPS Contract requirements.
- Requires regular verbal and written contact with administrative personnel, middle and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.
- Requires the ability to use the following equipment: computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, and postage machine. May use other equipment as required for the position.

ADDITIONAL REQUIREMENTS

- Personal car available for agency business
- Valid Texas Driver License
- Valid auto liability insurance
- Willingness to work evenings and weekends as required

TO APPLY

- Please send résumé to Arms Wide Adoption Services' Director of Programs Rachelle Webster, LMSW, LCPAA
 - By email: swebster@armswide.org
 - By mail: 6925 Portwest Drive, Suite 110, Houston, TX 77024
 - By fax: 713-681-9089

FULFILLING FAMILIES

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