

Cornerstones of Care

Foster Care Case Manager - Andrew, Buchanan, Clay Counties

Cornerstones of Care seeks caring and professional people who share our desire to nurture children and families.

Cornerstones of Care is an Equal Opportunity Employer. All employment opportunities require Post-Offer Drug Screen and Background Checks. You must be at least 21 years of age to be employed by Cornerstones of Care or by Cornerstones of Care agencies due to licensing requirements.

Benefits include medical, dental, vision, life, AD&D, long-term disability, and 401(k) plans, as well as an employee assistance program and cafeteria plan for pre-tax child care and medical reimbursement expenses.

Cornerstones of Care also offers its employees development opportunities through leadership training program, computer software classes, and an inter-agency transfer policy that allows employees to move to another agency while retaining tenure and benefits.

Job Description

The Case Manager will work under the direction of the Case Management Supervisor and is responsible for the provision of foster care and adoption case management services as required by contract/licensing/funding body/accreditation requirements. The Case Manager is responsible for the overall management and delivery of services to children on their caseload, aimed at achieving safety and permanency. The Case Manager will act as the facilitator/coordinator of activities within the Family Support Team context, working towards moving the child to a permanent home. The Case Manager will demonstrate creative service delivery, good time management skills, and good computer skills.

Minimum Qualifications:

Education and Experience:

Preferred: Master's degree in Social Work or other human service field and three years' experience in the child welfare area. Case management experience preferred.

Required: Bachelor's degree in Social Work or other human services field and at least three years of work experience in the Child Welfare arena.

Current driver's license, good driving record, vehicle insurance, and adequate transportation to escort clients to appointments and team meetings. Five years of driving experience required.

Principle Activities:

Manage and provide services to children and families who have been referred under the Foster Care Case Management Contract.

Continually assess and facilitate service planning with the child, family and other Family Support Team (FST) members in accordance with COC & CD policy.

Assist the family in cultivating natural and informal family and community supports which can help the family to achieve safety and permanency for children.

Coordinate any supportive services and resources that children under case management services may need such as educational plans, medical, psychiatric and psychological assessments, therapy, independent living skills, in an efficient and timely manner.

Assist older youth in developing independent living skills, including referring youth to Chafee Services.

Work with children/families & other FST members to obtain permanency: reunification, adoption, or guardianship.

Actively recruit adoptive homes for children whose goal is adoption.

Make recommendations regarding permanency and concurrent planning for the child.

Assure a safe and successful transition to permanency for children and families served by developing an Aftercare/Disenrollment plan in accordance with COC policy.

Prepare and submit high quality reports to court providing updates on child and family progress within required timeframes.

Prepare for and provide verbal court testimony on child and family status as required by court personnel.
 Be knowledgeable of, understand, and follow all orders made by the court.
 Make placements of children with placement providers that can best meet the child's needs, and provide ongoing support to the placement provider to prevent placement disruption.
 Respect the children and family's culture and provide culturally sensitive services.
 Actively explore potential relative/kinship care providers and guardianship/adoption resources.
 Be accessible via pager or cell phone to children, families, placement providers, CD staff, and other COC staff in accordance with COC on-call policy.
 Maintain a flexible schedule to meet the children and families' needs which includes working after traditional hours and on weekends.
 Maintain face-to-face contact, including required home visits, with child, parent/family, and placement provider to assure child safety, consistent with COC & CD policy.
 Continually assess the risk factors for children and families severed and develop or update written safety plans.
 Provide crisis intervention as needed.
 Schedule and facilitate Family Support Team Meetings, Adoption Planning Conferences, Adoption Staffing, and other planning meetings regarding children and families in accordance with COC & CD policy.
 Refer, authorize, and monitor services provided by individuals/agencies in the Service Provider Network.
 Manage service dollars within budgetary guidelines for caseload.
 Attend all required training in accordance with COCD & CD policy, and/or assigned by COC supervisory staff.
 Maintain and update all required information, including but not limited to: contacts made, monthly summaries, & quarterly summaries, in COC & CD information systems in accordance with COC & CD policy.
 Prepare and maintain, according to COC & CD policy, all required case record documentation, incident reports, service plans, and other recordkeeping, so that records clearly reflect actions from referral to closure.
 Deliver a high level of customer service by communicating updates/changes regarding the child/family to team members in a timely manner, returning phone calls & emails in a timely manner, and demonstrating high levels of teamwork and professionalism towards team members.
 Attend and actively participate in staff meetings, unit meetings, supervisory conferences, consultation, committee meetings, treatment meetings and other meetings as directed by COC supervisory staff.
 Represent Cornerstones of Care within the community in an effective and professional manner.
 Be knowledgeable of and follow COC & CD policies and procedures.
 Other duties as assigned by COC supervisory staff.

Skills and Characteristics:

Interpersonal Skills/Teamwork: Work cooperatively and maintain professional relationships with co-workers and clients/customers, to promote a harmonious work and team environment.

Contribution to Corporate Culture: Make positive contribution to corporate culture by supporting overall mission, vision, and values of Cornerstones of Care. Follow policies and procedures and work to accomplish goals and objectives of assigned program(s)/department(s), and agency.

External Customer Service: Establish productive relationships with external people and organizations. Promote program and mission to clients, referral sources, and potential external supporters.

Ethics and Diversity: Adhere to agency code of ethics and professional standards. Show sensitivity and respect for cultural and ethnic diversity of clients, staff, and other community members and groups.

Attendance and Punctuality: Regular and reliable attendance is an essential function of this position.

Closing Date: Open

How to Apply: Submit your resume to hr@cornerstonesofcare.org, or fax to 816.508.1750



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