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For A Bright Future.*

## Child Welfare Case Manager

- How to Apply: To: Heather [HDavis@cnswfl.org](mailto:HDavis@cnswfl.org)
- Deadline: Friday, January 18, 2019
- Position Location: Naples, Fl.

### **Child Welfare Case Manager**

Assure continuity of care with the goal of permanency for children through case management services that includes developing, expanding, accessing and linking resources in the community to the needs of the child and family.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Participates in staff development opportunities and maintains child welfare certification through on-going training.
2. Works as a cooperative member of the unit particularly in the area of backing up other team members and assisting on cases.
3. Maintains relationships with supervisory staff, emphasizing proper response to and use of supervision and appropriate reliance on supervisory staff to guide their activities during unusual circumstances.
4. Maintains relationships with community resource providers, particularly emphasizing facilitation of the referral process and providing continuity of care to the families on the caseload.
5. Establishes and maintains relationships with children and families including awareness of and attention to achievement of permanency, satisfaction with services, and overall safety of children.



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6. Accurately completes case notes on a continual basis which are factual, up to date and descriptive. All case notes are entered into the required data system according to current policy and contractual outcomes.
7. Prepares for and attends all court activities as necessary. This includes court hearings, testifying concerning the status of cases and progress toward permanency, appropriate interactions with attorneys, and making recommendations to the court.
8. Develops and completes judicial reviews, initial and quarterly assessments, child wellbeing assessments, medical reviews, reunification packets and termination reports/summaries as well as all other required reports on time according to current policy and contractual outcomes.
9. Attends individual case staffings.
10. Conducts initial and ongoing child safety assessments.
11. Makes referrals for services for all cases as needed.
12. Arranges for emergency placement, emergency medical treatment and emergency services for children at risk.
13. Conducts diligent searches for parents and family members as needed and thoroughly documents that the effort has been made to locate parents and family members.
14. Completes home studies as required for prospective placements.
15. Plans and facilitates visits between children in care and their family members.
16. Conducts minimum monthly face-to-face contacts with children, parents, relatives and others for their caseload.



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17. Reviews and assesses the family's progress made toward achieving case plan goals.

18. Supports foster and adoptive families.

19. Negotiates subsidy agreements with adoptive parents when applicable.

20. Completes required adoption paperwork leading to finalization as assigned and when applicable.

#### EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university in Social Work or other related human service field and one year of relevant social services experience working with children and families.

**CERTIFICATES, LICENSES, REGISTRATIONS** This position requires the following credentials.

- Child Welfare Certification
- Possess a current Background Clearance Screening Letter.
- Possess a valid driver's license and be insurable by the agency's current insurance carrier if using a company automobile.

Camelot Community Care is an Equal Opportunity Employer/Drug-free Workplace.



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