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## Child Welfare Case Manager Supervisor

- How to Apply: To: Katie Vella [KVella@cnsfwf.org](mailto:KVella@cnsfwf.org)
- Deadline: Friday, January 18, 2019
- Position Location: Immokalee, Fl.

### **JOB DESCRIPTION AND SUMMARY**

Supervises a unit of 6-10 Child Welfare Case Managers and support staff with the goal of assuring continuity of care and permanency for all cases assigned to the unit.

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

1. Serve as the case management unit supervisor providing case management oversight and unit supervision which may include case reviews and staff supervision.
2. Utilizes critical data elements from internal and external sources to measure the effectiveness of services.
3. Conducts on-going quality assurance reviews on all cases in the unit to assure compliance with applicable policies and regulations.
4. Oversees provision of case management services, including the implementation of case plans for families assigned to the unit from intake to case closure.
5. Monitors and manages all internal and external required reporting and data entry for the unit.
6. Establishes systems to monitor and assure compliance with contract outcomes.
7. Provides administrative and management duties related to assigned staff including interviewing and selection, training and orientation, supervision, performance review/management, staff development and scheduling.
8. Establishes and maintains relationships with supervisory staff, emphasizing proper response to and use of supervision and appropriate reliance on supervisory staff to guide their activities.
9. Establishes and maintains relationships with community resource providers, particularly emphasizing facilitation of the referral process and providing continuity of care for the families in the unit.



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10. Establishes and maintains relationships with children and families served by the unit including awareness of and attention to achievement of permanency, satisfaction with services, and overall safety of children.
11. Conducts on-going risk management of all cases assigned to unit and implements plans to alleviate these risks.
12. Participates in staffing and other meetings for families assigned to the unit.
13. In adoption programs, supervises all adoption activities leading to finalization including the completion of all required adoption documentation and legal requirements.
14. Monitors all court related activities for the unit and assures assigned staff are appropriately trained in court related matters.
15. Establishes systems for compliance with Independent Living requirements for all qualifying cases in the unit.

#### **SUPERVISORY RESPONSIBILITIES**

This position supervises Child Welfare Case Managers and other support staff assigned to the unit.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited college or university in social work, psychology, or other Human Services discipline and three years of experience working with children and families, one of which is in providing supervision to direct service workers in a related field is **strongly preferred**.

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

- Certified Child Welfare Professional in the State of Florida.
- Valid Driver's License

**OTHER QUALIFICATIONS** This position requires the following additional qualifications.

- Organizational skills
- Communication skills
- Ability to work flexible hours



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- Proficient in computer usage including Microsoft Office products.

Job Type: Full-time

Salary: \$55,000.00 /year