

# Child Welfare Case Manager

## Lee County and Charlotte County

If you are interested in applying for this position, please submit your cover letter and resume to Jennifer Rossell, Human Resource Liaison, via email – [JRossell@cnswfl.org](mailto:JRossell@cnswfl.org)

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- Children's Network of Southwest Florida, LLC does not discriminate on the basis of age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

### **General Purpose of Position (Full job description will be provided upon interview)**

The purpose of this job is to serve children and families with a goal of Reunification and during Post-Placement Supervision. The purpose is to evaluate, coordinate, ensure that the necessary services and treatment are provided; complete required family assessments and ongoing documentation; assist individuals and families by teaming with them to identify goals to maintain and strengthen the family unit. Participate in staffings to ensure parental progress and to maintain child safety and well-being.

### **MINIMUM REQUIREMENTS**

#### **Education / Experience / Certification**

- ◆ A bachelor's degree from a four-year accredited college or university in Human Services or other related field
- ◆ Current Child Welfare Certification
- ◆ A minimum of two (2) years of experience in child welfare
- ◆ Must have a working knowledge of community services in our local 5 county area
- ◆ Strong organizational and problem solving skills are a must
- ◆ Must have the ability to establish and maintain positive working relationships

#### **Essential Duties and Responsibilities**

- ◆ Oversight of all child welfare related tasks with families
- ◆ Provide documentation and data on child welfare case activities
- ◆ Conduct regular home visits to ensure engagement and progress of families
- ◆ Adherence of all data collection into automated systems, including FSFN
- ◆ Produce periodic reports as requested
- ◆ Other duties may be assigned as special projects may be requested

#### **Certificates, License, Registrations, background checks, drug screens**

- Valid driver's license required
- Driver's license check is required
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (local law enforcement and FBI/FDLE)
- Annual Tuberculosis testing is a requirement

**If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying**