


Lutheran Services Carolinas (LSC) Job Description

Job Title: Case Manager – Transitional Foster Care
Supervisor (title): Unaccompanied Children Foster Care Program Coordinator
Department: Refugee and Immigrant Services
Approved by: B. Welch Thomas  **Date:** 5/1/2017

Position Purpose/Summary:

The Transitional Foster Care Case Manager will provide intensive, short term case management and reunification services to Unaccompanied Alien Children primarily from Central America ages 0-17.

Essential Functions *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Coordinate short term case management services for client's educational, therapeutic, medical and legal needs.
2. Meet weekly with supervisor to consult on cases, to review case plan and direction and to evaluate client participation and progress.
3. Meet regularly with therapist to discuss client's assessment and treatment.
4. Provide intake assessment and write Individual Service plans as needed.
5. Review youth's case during weekly team meetings.
6. Assessment of sponsors and work closely with sponsors in order to provide timely reunification process.
7. Review and apply DHS and UAC/ORR policy and procedure in terms of intake procedures, reporting procedures and reunification procedures.
8. Conduct weekly (or more) with the youth to ensure safety of youth and progress towards goals.
9. Transport youth if needed to identified sponsors, as needed
10. Interpret for clientele from Spanish into English as needed.
11. Maintain accurate, up-to-date information on foster children in care while meeting Department of Homeland Security (DHS), Office of Refugee Resettlement (ORR), and LSC documentation and reporting requirements.
12. Perform other duties as assigned.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

None

Qualifications (Minimum Job Requirements): *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: BSW or B.A. or B.S. in a human service field.

Experience: Minimum one year of case management experience

Specific skills/abilities:

- Bi-lingual in Spanish/English
- Demonstrate excellent clinical, therapeutic and crisis intervention skills.
- Demonstrated verbal and written communications skills.
- Computer skills sufficient to perform essential functions.
- Maintain a reliable automobile with adequate insurance coverage.

Specialized knowledge, licenses, etc: Valid Drivers License. Prior work experience with refugee, immigrant or minority families and demonstrates cross-cultural sensitivity. Knowledge of state, community and agency resources.

Preferences (Optional): (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*).

N/A

Working Conditions/Physical Requirements: (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*).

1. Required to provide transportation to minor in personal/company vehicle or accompany minor on travel for family reunification purposes.
2. Ambulatory throughout all facilities/locations.
3. Ability to bend, stoop (to floor), reach overhead.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.