



Job Description: Social Worker

Position Title: Social Worker

Reports To: Social Work Supervisor

Pay Range: Starting at \$18/hour

Qualifications:

- Masters Degree in a discipline approved by Community Care Licensing. These areas include Counseling, Psychology, Social Work and related fields.
- Valid California Driver's license, proof of auto insurance and a driving record acceptable to the Agency's insurance carrier.
- Health clearance from the candidate's primary physician.
- Fingerprint and Child Abuse Index clearance from the Department of Justice.
- Meets all state requirements as set by Community Care Licensing pertaining to the hiring of employees by a Licensed Community Care Facility.

Duties:

1. Provides social work services for up to 15 Foster Children (clients).
2. Assists with the intake of clients referred by county placing representatives.
3. Develops a comprehensive "needs and services plan" for each assigned client.
4. Provides weekly counseling to assigned clients, with the aim of helping those clients adjust to out-of-home care, and guiding them toward meeting the goals specified in their needs and services plan.
5. Provides crisis intervention counseling to clients as needed.
6. Provides on-going support to Foster Parents, guiding and encouraging them as they care for clients in their homes.
7. Conduct and document weekly visits with Foster Parents and Foster Children. Keep adequate records of these visits on file in Agency office.
8. Act in compliance with Agency's policy on communication—emergency and otherwise. Respond in an appropriate and timely manner to Foster Parents, staff, and others.
9. Complete Needs & Service Appraisals and Quarterly Reports in a timely fashion. Monitor own child and family binders to assure quality and completeness.
10. Provide support and intervention assistance to Foster Parents as needed.
11. Conduct home inspections and unannounced visits as assigned by Social Work Supervisor.
12. Accurately report incidents, issues and concerns to the Social Work Supervisor in a timely fashion.
13. Meet weekly with Social Work Supervisor for supervision of caseload.
14. Maintain working relationship with children, Foster Parents, staff and referring agencies.
15. Serve as on-call placement worker as requested by Social Work Supervisor.
16. Participate in and conduct Foster Parent trainings as needed.
17. Prepare Incident Reports and Complaints for submission to Social Work Supervisor.
18. Educate self on state and Agency regulations and monitor compliance by Foster Parents.

19. Complete own administrative paperwork (time sheets, mileage, time off requests, expense reimbursements, etc) on time.
20. Review and approve Foster Parent reimbursements for submission to Social Work Supervisor
21. Demonstrate sensitivity and responsiveness to cultural differences.
22. Represent Agency and self in a professional manner.
23. Maintain appropriate professional boundaries with staff, birth and Foster Parents, children and community resources.
24. Assists with the certification of new foster parents, such as conducting foster home evaluations and social home studies.
25. Periodically assists with events to recruit foster parents.
26. Attend Agency staff meetings and training sessions.
27. Drives own personal vehicle on the job to accomplish job duties
28. Perform additional duties as assigned by and in support of the Social Work Supervisor and Administrator

Performance Appraisal:

The Social Work Supervisor shall conduct a performance appraisal annually. The performance appraisal shall be in writing comparing job performance against functions listed in this Job Description. The appraisal will be revised with, and signed by, the employee. Should the employee have any disagreements with the evaluation, comments may be attached to the appraisal.

Salary increases will be dependent upon job performance as measured in the performance appraisal.

Professional Growth and Development:

The Social Worker attends a combination of agency and professional workshops and conferences to expand skills and knowledge base. In addition, the Social Worker demonstrates and shares knowledge of relevant and current professional practice. Parents by Choice provides ongoing training opportunities for all staff members each year. It is each employee's responsibility to attend these trainings.

Working at Parents by Choice:

Parents by Choice offers a fulfilling career in a positive, constructive environment. We are a growing agency with foster homes in Stanislaus, San Joaquin, Tuolumne, Sacramento and Solano Counties. Our staff is a team of committed, passionate and competent people - many of whom have worked together for years. At Parents by Choice, full-time employees are offered full medical and dental benefits as well as generous holiday and vacation time.

Employee Signature

Date