



FOSTER CARE CASE WORKER

Job Description

ESSENTIAL FUNCTION

The Caseworker is responsible for the provision of client services to Foster Care clients. This includes supervision of clients, assessment, referral, and coordination of services to high-risk families in need of social services, and the maintenance of client services in compliance with the Department of Family Services' rules and regulations.

SPECIFIC DUTIES

INTAKE

1. Responsible for fulfilling all requests for services by conducting in-person or telephone interviews and assessing whether or not placement is indicated.
2. Responsible for completing and coordinating intakes during office hours.
3. Responsible for providing referral services when placement is not indicated.
4. Provide 24-hour back-up and on-call intake services as required.

DIRECT SERVICES

1. Carry a case load which is representative of the cases found in the agency; perform social work services involving the application of social work principles and theory in diagnosis and treatment of clients within the agency or contracting agencies.
2. Perform a variety of casework duties, such as, conducting casework interviews with clients and other appropriate persons for purposes of formulating psycho/social diagnosis and for developing diagnostically based treatment plans for cases.
3. Develop a written service plan for each assigned case; utilize basic social/casework methods and techniques to achieve effective treatment goals and family stabilization.
4. Contact courts or other social service agencies regarding client situations or for the purpose of making interagency referrals; and provide linkage of clients to appropriate resources.
5. Provide evening/weekend back-up support to foster parents on an as-needed basis.

PROGRAM ADMINISTRATION

1. Maintain agency records for children in placement and foster parents.
2. Attend all staff meetings and in-service training sessions.
3. Maintain monthly agency service statistics.
4. Comply with agency policies and procedures and the Department of Children and Family Services "Code of Ethics for Child Welfare Professionals."

5. Carry out all duties as designated by the Foster Care Supervisor.

COMMUNITY EDUCATION AND RELATIONS

1. Participate in community education.
2. Assist in representing the agency at community meetings.

ACCOUNTABILITY

The Case Worker shall be supervised by and accountable to the Foster Care Director.

HOURS OF EMPLOYMENT

Hours and days shall be scheduled by the Foster Care Director.

JOB QUALIFICATIONS

1. Bachelor's Degree in human services field required from an accredited school; Master's Degree in Social Work desired with previous experience in foster care or related work experience desired.
2. Must meet Child Care Facility Driver requirements in accordance with the Illinois Department of Children and Family Services.
3. Must pass Licensing Examination for Foster Care and Home of Relative Foster Care as required by Illinois Department of Children and Family Services.
4. Must have a valid driver's license, an automobile and adequate automobile insurance.
5. Must become certified in CPR and First Aid within six months of employment date.
6. Must complete a Medical and T.B. test providing proof of results.
7. Must be fingerprinted by the State of Illinois and must submit to a full Background Check through the Illinois Department of Children and Family Services.
8. Must submit official academic transcripts from the last school in which a degree was awarded.
9. Must pass the Child Welfare Licensure certification from the State of Illinois.
10. Ability to lift 40 lbs.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed at the assigned facility, and frequently in vehicles, family settings meeting rooms both in the facility and at other agency sites.

CLASSIFICATION STATUS

This is a non-exempt position.

SALARY

\$56,000-59,000 annually

ABOUT SHELTER Since 1975, Shelter has been a leader in Chicagoland for providing the emotional and physical care, programs, and services that children need to build safer, healthier, and brighter futures. We are the only agency in the state of Illinois to provide fully comprehensive and community-based services for children and families at risk and in need. Our programs include emergency housing, transitional living, foster care, home visiting, and clinical support services. We are available 24 hours a day, 365 days a year. Shelter is committed to providing safe, inclusive, and supportive resources for youth and families from all backgrounds and identities.

SEND APPLICATION BY MAIL, FAX OR EMAIL

1616 N. Arlington Heights Road, Arlington Heights, IL 60004

FAX: 847.590.6184 • Email: HR@shelter-inc.org

Application in [PDF format](#) • Application in [Microsoft Word format](#)

