

Christian Homes & Family Services  
**Position Description**

**Job Title:** Family Services Caseworker

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Department: Social Services

Exempt: No

Supervisor: Director of Maternity & Outreach

Location: Texas - not specified

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**Summary**

Provide maternity and infant adoption case management services to expectant mothers and prospective adoptive parents. Rotate after hours coverage for maternity inquiries and phone coverage.

**Religious and Moral Requirements**

Must be an active, faithful member of the Christian faith whose life and conduct have been such that the applicant receives a favorable recommendation from the leadership of the church he/she attends.

**Essential Duties, Responsibilities, and Requirements**

Maternity Case Management Services

- Case management of maternity clients
- Develop and implement a plan of service (POS) addressing the needs of the birth family within 15 days of acceptance into program, including but not limited to:
  - Emotional needs
  - Physical needs-housing, food, transportation, etc.
  - Financial needs-including budget preparation
  - Social needs
  - Educational needs
  - Mental health and substance abuse issues
  - Medical needs
  - Adoption needs
  - Discharge plan
- Assess each client's psychosocial/emotional needs and determine if referral to a third-party therapist is advised; if so, refer client to therapist
- For each client referred to an outside therapist, obtain a client authorization and request written progress report to monitor the client's overall adjustment
- Assess each client's ability to plan adoption and follow through
- Monitor services for compliance with agency policy and state standards
- Maintain contacts with collateral sources (doctors, hospital, nurses, schoolteachers, etc.) to assure professional care of clients
- Provide adoption education as specified in the POS regarding issues about placement of the child to include:
  - Types of adoption-open, confidential, identified, semi-open, etc.
  - Legalities—relinquishment, service, timelines, waiver of interest, paternity registry, formal vs informal marriage, etc.

- Grief and loss issues in adoption
- Post adoption contact-frequency & nature of contacts, lack of enforceability, visitation, responsibilities for updating health, social, educational, and genetic history, search/reunion issues
- Counsel birth fathers regarding legal rights, powers, duties, and privileges and the adoption process, including a review of the legal documents & searches to locate missing birth fathers
- Compile the Health, Social, Educational, and Genetic History as required by law for each birth family.
- Secure client's release to obtain copies of medical, educational, and psychiatric/psychological records
- Provide/Coordinate birth education/preparation classes
- Conduct match meetings between birth mothers and prospective adoptive parents
- Serve as intermediary between birth mother and adoptive parents after match until placement
- Negotiate agreement for contacts between birth and adoptive parents
- Assist birth mother through labor and delivery when she requests
- Dictate each contact with clients and collaterals in accordance with agency practice standards as well as those standards established by the Minimum Standards for Child Place Agencies
- Conduct and document an entrance and exit interview with birth parents' & their family to assist in resolving issues about placement of the child or document why the interviews were not possible or appropriate
- Supervise preparation of legal documents require for termination
  - Collect required information
  - Draft language for documents
  - Review documents for accuracy
- Testify at termination hearings
- Conduct exit interview with client & her family to verify services provided & evaluate agency services & client progress
- Maintain an awareness of each client's adjustment and arrange for discharge planning of those clients whose needs are beyond the scope of services the agency can arrange for or directly provide
- Serve as on-call maternity caseworker in rotation with other professional social services staff

### Maternity Intake

- Gather intake information
  - Interviews: referral sources, applicants, family members, school personnel, church leaders, law enforcement officials, caseworkers from other agencies that have been involved, and other people who might have relevant information
  - Written Information: medical records, school records, psychological tests, psychiatric evaluations, law enforcement records, etc.
  - Check records, including criminal history, Facebook and Google each client

- Follow-up by phone, correspondence, interviews, etc., with appropriate people to assure complete information is obtained as part of the intake
- Complete intake study (forms, interviews, etc.)
- Compile completed information for presentation to Admission Committee for consideration
- Provide information and referral services when applications are denied
- Formalize admission with the client and her family and/or referral source
  - Clarify financial agreement for each client
  - Obtain legal authorization for client care
  - Obtain and review intake forms to be sure they are complete and accurate
  - Review and explain agency policies and procedures to each client and her family/guardian/managing conservator

#### Adoption Related Duties

- Monitor adoption applicant/children's records to assure compliance with state and agency standards, policies, procedures, and laws
- Recruit adoptive applicants
- Coordinate screening/approval of adoption applicants
- Coordinate/Conduct group meetings for prospective applicants
- Review applications and forms for accuracy
- Handle telephone and personal contacts with adoptive applicants
- Complete home study as required by Minimum Standards for Child-Placing Agencies
- Secure client's release to obtain copies of medical, educational, and psychiatric/psychological records
- Monitor post-placement supervision, i.e., number of contacts, adjustment of family and child etc.
- Make suggestions regarding adoption policies and procedures
- Assist PR Dept. regarding media relations including such activities as providing information for articles, news releases and arrangements for interviews between agency executives and press, radio, and television representatives
- Handle communications with the Texas Department of Family & Protective Services and other governmental agencies that handle/process adoptions
- Develop and maintain contacts with other adoption agencies to facilitate the recruitment of adoptive homes/placements of children into adoption
- Monitor payments of adoption fees
- Prepare monthly service reports
- Maintain expense records for trips
- Coordinate office houses, out-of-office work, and time-off with VPSS to maintain smooth agency and departmental delivery of services
- Availability and willingness to cover some weekend and holiday call for maternity coverage

#### Outreach Related Duties

- Develop and cultivate birth parent referral sources
- Handle telephone and personal contacts with referral sources

- Provide Adoption Option Trainings as requested by referral sources
- Travel to meet face-to-face with referral sources in assigned area
- Attend conferences and man exhibit booths as assigned in assigned area
- Coordinate office hours, out-of-office work, and time-off with Supervisor to maintain smooth agency and departmental delivery of services.

#### Record Keeping

- Implement general record keeping procedures of case records, etc.
- Maintain client files so they accurately reflect services provided by the agency and evidence compliance with at least the State established Minimum Standards for Child Placing Agencies as well as the standards of good practice recognized in social work
- Submit and review monthly services report
- Maintain accurate expense records

#### Responsibility to Agency as a Member of the Professional Staff

- Work to develop and maintain productive relationships with area social service agencies
- Maintain current knowledge of the social work field and evidence-based practice through continuing education
- Participate in and support Ministry fund-raising events
- Participate in placement committee meetings and prepare pertinent information for presentation upon request
- Assist in preparing public relations information and giving presentations when requested
- Maintain constant awareness of public relations and Christian responsibilities for self and ministry

#### Additional Duties

Other duties may be assigned at the discretion of the ministry when such duties are normally considered within the bounds of fulfilling the position description. Duties not normally considered to be in the position description may be added upon mutual agreement between the ministry and the Caseworker. This will be reflected in an amended position description if the change in job responsibility is considered to be permanent

#### **Qualifications and Requirements**

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience Requirements

Master's Degree (Master of Social Work preferred with consideration of master's degree in related fields, i.e., counseling, sociology, psychology, etc..) Preference will be given to those applicants with certification as an Advanced Clinical Practitioner or Licensed Professional Counselor. Bachelor's in social work or related field will be considered. Two years of work-related experience is required.

#### Language Skills

- Ability to communicate in English-orally and in writing at a level commensurate with professionals in the social work field
- Grammatical skills must be of the highest quality
- Bi-lingual English/Spanish desirable

### Mathematical Skills

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### Reasoning Ability

Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### Certificates, Licenses, Registrations

- Required
  - Driver's License
  - CPR (may be obtained at time of employment)
  - First Aid (may be obtained at time of employment)
- Preferred
  - Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC)

### Other Skills and Abilities

- Computer skills, i.e. word processing and communications programs, preferably operating systems and current Microsoft Office
- Knowledge of child development
- Ability to work in a multi-cultural environment

### Physical Demands

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.

The employee must: 1) occasionally lift and/or move up to 20 pounds; 2) specific vision abilities required by this job include close vision, distance vision, and color vision as required for electronic communications (email), preparation of written materials, etc.; 3) hearing abilities required include evaluating tone of voice, degree of urgency expressed verbally, emergency nature of requests, etc.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is generally performed in an office setting or hospital setting where referral source is employed.

*My signature below acknowledges receipt of a copy of this job description.*

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*Employee Signature*

*Date*