



Foster Care Home Supervisor

Job Description:

This position is under the direct supervision of the Child Placement Agency Director, and will be responsible for the oversight of the foster child's care. This FT exempt position will include but not be limited to, ensuring that children receive medical treatment and follow up; ensuring that the appropriate educational plan is implemented; social and recreational services are being provided, that mental health needs are being met; and that family contact, if desired, is being provided.

Duties:

1. See the foster home facility a minimum of once per month. If the children are not available, another meeting must be scheduled to see the children.
2. Ensure that foster parents receive health passports. If foster parents need help in the completion, the home supervisor will assist.
3. Initial medical and dental appointments are made within the required licensing timeframes. All medical appointments will be documented.
4. The Home Supervisor will refer to Placement Supervisor any respite needs within the appropriate agency time frames.
5. Home Supervisor will follow up with foster parents on their required training, as outlined in their respective training plans, and address any questions or concerns regarding those needs with the Placement Supervisor.
6. Act as the main support system for the foster parent. This involves active listening skills, responding with conflict resolution techniques, problem solving and crisis response. All crisis situations in foster families will be reported to the Placement Supervisor in a timely manner.
7. Being an advocate for foster parents and foster children in care. Ensure that resources are available and accessed.
8. Arrange for regular staffings and meetings on cases, and document for attendance. Timely plans and reports will be completed, including the 30 day child's treatment plan, the quarterly reports and documentation of any staffings. All reports will be forwarded to the Placement Supervisor.
9. Document and communicate all pertinent information to the caseworker and other outside agencies.
10. Document the foster home site visits and contacts with the foster children on the appropriate agency forms.
11. Review and process the monthly reports, medical/dental reports and incident reports to the caseworker and other outside agencies as required.
12. Attend and document school staffings, foster care reviews, court hearings and meetings.
13. Follow agency protocol for incident reporting.

14. Continual assessment of licensing standards in the foster home. If concerns or violations are noted, they are recorded, addressed for correction and reported to the Placement Supervisor.
15. Transport of children as needed to visits, therapy, appointments, placement transports and other miscellaneous transportation needs-as delegated
16. Miscellaneous duties as assigned.

Qualifications & Work Experience:

Minimum: Bachelor’s degree in Social Work or in related behavioral sciences field. In addition we prefer that a Home Supervisor have one-year experience in child welfare services or similar experience, but not required.

Current CPR, First Aid within 30 days of hire, current Physical, (within 2 years) , CPI within 90 days of hire. A valid driver’s license & current vehicle insurance, and an acceptable driving record per SKSF standards.

I have been shown the position and read the job description. My initial questions about the job have been answered and I can perform the essential functions of this position.

Employee Name (printed) _____

Employee Signature _____ Date_____

Human Resources Signature _____ Date_____