



Title: Foster Care Home Supervisor	Reports to: Child Placement Agency Director	Pay Status: FT/ Non-exempt
Department/Program: Child Placement Agency	Interviewer:	Interview Date:

Scope:

This position is responsible for the oversight of the foster child's care. This 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:

- 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.
- Ensure that foster parents receive health passports. If foster parents need help in the completion, the home supervisor will assist.
- Initial medical and dental appointments are made within the required licensing timeframes. All medical appointments will be documented.
- The Home Supervisor will refer to Placement Supervisor any respite needs within the appropriate agency time frames.
- 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.
- 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.
- Being an advocate for foster parents and foster children in care. Ensure that resources are available and accessed.
- 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.
- Document and communicate all pertinent information to the caseworker and other outside agencies.
- Document the foster home site visits and contacts with the foster children on the appropriate agency forms.
- Review and process the monthly reports, medical/dental reports and incident reports to the caseworker and other outside agencies as required.
- Attend and document school staffings, foster care reviews, court hearings and meetings.
- Follow agency protocol for incident reporting.
- 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.
- Transport of children as needed to visits, therapy, appointments, placement transports and other miscellaneous transportation needs-as delegated.
- The Home Supervisor will report directly to the Placement Supervisor or Director when a problem arises within the caseload.
- Miscellaneous duties as assigned.

Measures of Success:

- Ability to work independently and as a team member.
- Ability to effectively document and review information.
- Ability to respond professionally with internal and external entities.
- Ability to solve problems and deal with a variety of issues.
- Ability to communicate effectively.

Minimum Qualifications:

- Bachelor's degree in Social Work or in related behavioral sciences field.
- Home Supervisor experience in child welfare services or similar experience (preferred).
- Current CPR/First Aid within 30 days of hire.
- Current Physical (within 2 years).
- CPI within 90 days of hire.
- Valid driver's license & current vehicle insurance, and an acceptable driving record per SKSF standards.