



Valley Teen Ranch

Foster Family & Adoption Agency

Social Worker Job Description

Position Identification:

Job Title : FFA & Adoption Agency – Social Worker
Department : Foster Family & Adoption Agency
Reports to : FFA Coordinator/CEO
FLSA Classification : Non Exempt

I. Job Summary

Recruiting, training, certification and recertification of all fost/adopt families. Also support both the birth, foster and adoptive families during the foster/or adoption process.

II. Responsibilities

A. Personal Growth and Professional Development:

1. Regular time devoted to personal study and Edification in preparation for service on all levels.
2. Continue professional development by taking courses and seminars relative to casework with children and families.

B. Recruitment, Screening, Certifications, Training and Supervision of Foster Families:

1. Actively recruit and seek new applicants for foster parenting, including fost/adopt.
2. Carry out certification studies.
3. Assist in Foster Parent training.

C. Social Work Responsibilities:

1. Participate in screening and interview process for foster care placements.
2. Carry up to 15 children on a personal caseload.
3. Schedule each child on a caseload to deliver weekly counsel and casework services.
4. Consult with foster parents to provide emotional support and to offer direction regarding each foster child.
5. Work with natural parent (s) to strengthen their relationship with the child and to resolve existing family problems in order to

reunite the parent (s) and children; e.g. treatment conferences, family counseling as necessary.

6. Attend school IEP Meetings for children on caseload.
7. Represent our agency's interest in each child at court hearings.
8. Make self-available for on-call assistance in crisis, intervening, diffusing and resolving the crisis in an efficient and effective manner.

D. Documentation:

1. Maintain up-to-date, sufficient records by completing all paperwork, reports on time, by giving close attention to the thoroughness and quality of content in each report.
2. Each report will be reviewed and countersigned by your supervisor.

E. Availability for Supervision

1. The Foster Care Social Worker's Supervisor will routinely review personal caseload, tracking progress, making suggestions and providing direction in each case for purposes of planned intervention and to insure fulfillment of the case plan.
2. The supervisor will routinely review each case record to determine compliance with state licensing rules and regulations.
3. Have regular meetings with the Director/Supervisor for reporting, planning, affirmation, support and direction.
4. Use the Foster Care Director, Clinical Consultant and the Valley Teen Ranch Social Worker to grow and further personal effectiveness.
5. Attend required Department and VTR staff meetings.

F. Assist in recruiting, training, and certifying fost/adopt parents and foster parents.

1. Screen and interview possible therapeutic foster care and fost/adopt placements, and if applicable admit said placements.
2. Deliver weekly counsel and direction, and offer spiritual, emotional, and therapeutic support to children and families along with other casework services.
3. Work with biological, adoptive, and foster parents to strengthen their relationship with their children.
4. Work with birth parents who are relinquishing their children.
5. Supervise visits.
6. Attend school IEP meetings.
7. Represent the agency at court hearings and trials.
8. Make self-available for on-call assistance in crisis by intervening, diffusing, and resolving the crisis in an efficient and effective manner.

9. Coordinate and execute the SAFE home study process with fost/adopt parents, international agency referrals, and PAARP referrals.'
10. Interview adoptive parents and write their SAFE home study.
11. Do post-placement visits and reports.
12. Maintain up-to-date and sufficient case records by completing all paperwork and reports on time and by giving close attention to the thoroughness and quality of content in each report.
13. Assist in training of new staff for FFA and Adoption Agency.
14. Coordinate and plan FFA and Adoption Agency trainings, events, and parties.
15. Other duties ass assigned by CEO.

G. Other Agency Responsibilities

1. Assist C.E.O. in possible additional funding streams, i.e. grants, events, and program expansion.
2. Fulfill other periodic agency responsibilities which are assigned by management and not already part of this job description.

III. Position Requirements:

- A. Must be a minimum of 26 years of age.
- B. Be of good moral character.
- C. Have a genuine interest and desire to serve children and adults.
- D. A M.S.W. or M.A. degree from an accredited or state approved graduate school in social work or social welfare, marriage, family & child counseling; child psychology, child development counseling psychology; clinical psychology social psychology; Master's Degree with another title, the purpose of which was to train persons to provide social work activities. In addition to the above, prefer a minimum of three to five years of employment as a social worker, a mental health counselor, or as a marriage, family and child therapist in an agency setting serving families and children or in a group residential program for children.
- E. Must undergo and pass a thorough background investigation.
- F. No child abuse record or allegation.
- G. Have and maintain a valid CA driver license and a safe DMV record. Evidence of vehicle insurance.
- H. Have the ability to perform required tasks with a minimal amount of supervision.
- I. Proficient in Microsoft Office Suite and working skills in database management system, office machines and multi-lined phone system.
- J. Embrace the Mission, Vision, Core Values and Theology of Missions of Valley Teen Ranch, Inc.

IV. Personal Growth and Professional Development

- A. Reliable, Responsible and Respectful. Be of good moral character.
- B. Strong administrative skills including: being organized, good time management/prioritization, planning and initiative.
- C. Organizational awareness and sensitivity.
- D. Resourceful and flexible.
- E. Integrity, good judgment and team player.
- F. Regular time devoted to personal study and edification in preparation for service on all levels.
- G. Continue professional development by taking courses and seminars relative to casework with children and families.
- H. Must attend all VTR Staff meetings & weekly training.

V. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Have and maintain the ability to drive company vehicle.

VI. Work Environment

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

While performing the duties of this job, the employee can be exposed to outside weather conditions. The employee can be exposed to wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environment can be more than moderate.

I have read, understood and received a copy of the job description entitled:

Foster Family & Adoption Agency-Social Worker

My signature heretofore attached indicates my willingness to perform the duties outlined. Additionally, I understand that my Employee Performance Evaluations will be based on the duties described therein.

Employee Signature

Date

Agency Representative Signature

Date