

TAPESTRY FAMILY SERVICES JOB DESCRIPTION

POSITION: **SOCIAL WORKER II**

GENERAL DESCRIPTION: The Social Worker is employed to provide the social work/case management services for the children who are in placement with the agency. The Social Worker also provides training and support to Tapestry's resource families. Each full-time Intensive Treatment Program Social Worker will carry an average caseload of up to eight children; each Treatment Program Social Worker will carry a caseload of up to twelve children.

The Social Worker serves as a member of the Treatment Team and in that role has responsibility for participation in the development and monitoring of the children's Needs and Services Plans.

Under the direction of the Agency Administrator, the Social Worker has primary responsibility for coordinating the implementation of the foster care components of each child's Needs and Services Plan.

All Social Workers also provide Care Manager III services, which includes provision of ICC, CFT and IHBS services in support of children placed in emergency care or resource family homes. These services are in addition to regulatory or necessary services provided as Social Worker. These services include documentation in the mental health record and fall under the parameters of MediCal billing standards.

ESSENTIAL FUNCTIONS:

- Working with the Treatment Team, evaluation and assessment of children for initial and ongoing placement in a Tapestry Family Services resource family home;
- Placement of children in the certified resource family homes;
- Working with the Treatment Team, including the Resource Parents, development and updating of the Needs and Services Plans of the children residing in the certified FFA resource homes;
- Case management and social work services for children and their families (resource families, birth families and/or adoptive families);
- Supervision of the children's placement, including direct contact with the child and the resource family;
- Liaison between the resource family, the child, the FFA, the Department of Social Services, the Department of Mental Health and/or other placing agency related to the needs of the child and the coordination of the services being provided;
- Provision of direct support services to certified Resource Parents assigned to the Social Worker. Support services to include: assisting Resource Parents in implementing service plans, assisting Resource Parents in preventing or resolving emotional, behavioral, and/or educational problems, maintaining records of resource parent and child contacts, in home services provided, interventions required and recommended changes to the needs and services plans.
- Assistance to Resource Parents in interpreting case plans, Orders of the Court, clinical treatment plans, psychological evaluations, visitation plans, IEPs, therapists reports, and other documents affecting the care of children.

- Maintenance of records of resource parent and child contacts, in-home services provided, interventions required and changes in the care giving and/or relational process in the resource homes.
- Participation in the evaluation of the applications of potential certified resource families;
- Participation in orientations of potential certified resource families;
- Participation as an instructor/facilitator in Tapestry's Resource parent Training Program;
- Ability to relate well with children who are experiencing emotional difficulties;
- Participation in an on-call rotation to respond to emergency situations.
- Have the ability to interact in sessions including, driving, walking, bending, sitting and conversing.
- Safe and legal operation of a motor vehicle agency or personal.
- Utilization of a motor vehicle, agency or personal, for agency needs including providing transportation and services in the communities we serve.
- Other duties as assigned.

REPORTS TO:

Foster Care Program Manager

SUPERVISES:

None

PROFESSIONAL QUALIFICATIONS:

- A Master's Degree in social work or social welfare, marriage, family, and child counseling, child psychology, child development, counseling psychology, social psychology, clinical psychology, educational psychology or education with emphasis on counseling, from an accredited or state approved graduate school
- At least three semester units or 100 days of field practice or experience in a public or private social service agency.
- At least nine semester units of course work related to children and families or 18 months experience in working with children and families.
- At least three semester units in working with minority populations; six months of experience in working with minority populations; or six months in-service training in working with minority populations within the first year of employment as a condition of employment.
- At least three semester units in child welfare, or two years' experience in a public or private child welfare social services setting.
- Social Work personnel who do not meet the Master's Degree requirements specified may be granted an exception provided he/she completes the course work and field practice or experience requirements specified above.
- Be sensitive to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.
- Knowledge and understanding of professional legal and ethical obligations and mandated reporting laws.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Ability to work with others effectively in order to accomplish tasks and functions.
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.
- Understanding of financial and productivity standards of agency.

- Completion of mandated reporting training.
- Excellent driving record; patience and skills in working with children, ability to transport children and families.
- DMV driving record meeting requirement of agency auto insurance.
- Background Clearances cleared by DOJ, FBI and Child Abuse Index
- Current CPR certification.
- Reliability.
- Ability to develop relationships with awareness of confidentiality.
- Good public relation skills; the ability to be clear and concise, friendly, patient and accommodating in dealing with the public.
- Ability to meet deadlines.
- Strong communication skills, written and verbal.
- Ability to demonstrate professionalism and service excellence
- The ability to concentrate on detailed work for long periods of time.
- High level of accuracy in work.
- Experience in organizing information and the writing of reports.
- Experience in the Child Protective Services system desirable.

FT Status	Step I	Step II	Step III	Step IV	Step V
Exempt	49,920	52,416	55,037	57,789	60,678

Signature

Date