

## **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 foster 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.

**This job description does not alter the at-will nature of employment, nor is it intended to include every duty, task or instruction for which the employee is responsible. Other tasks may be assigned, based on business needs and the department supervisor's request.**

**DUTIES:** Working with the Treatment Team, evaluation and assessment of children for initial and ongoing placement in a Tapestry Family Services foster family home;

Placement of children in the certified foster family homes;

Working with the Treatment Team, including the Foster Parents, development and updating of the Needs and Services Plans of the children residing in the certified FFA foster homes;

Case management and social work services for children and their families (foster families, birth families and/or adoptive families);

Supervision of the children's placement, including direct contact with the child and the foster family;

Liaison between the foster 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 foster parents assigned to the Social Worker. Support services to include: assisting foster parents in implementing service plans, assisting foster parents in preventing or resolving emotional, behavioral, and/or educational problems, maintaining

records of foster parent and child contacts, in home services provided, interventions required and recommended changes to the needs and services plans.

Assistance to foster 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 foster parent and child contacts, in-home services provided, interventions required and changes in the care giving and/or relational process in the foster homes.

Participation in the evaluation of the applications of potential certified foster families;

Participation in orientations of potential certified foster families;

Participation as an instructor/facilitator in Tapestry's Foster Parent Training Program;

Participation in an on-call rotation to respond to emergency situations.

**REPORTS TO:** Foster Care Program Coordinator/Clinical Manager

**SUPERVISES:** None.

**MINIMUM  
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 inservice 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.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_