



## TAPESTRY FAMILY SERVICES JOB DESCRIPTION

### **POSITION: FOSTER CARE PROGRAM MANAGER**

### **GENERAL DESCRIPTION:**

Under the direction of the Executive Director, the Foster Care Program Manager is responsible for the oversight of Tapestry's Foster Care programs and services. Responsibilities include the supervision of social workers and other program staff. The Foster Care Program Manager performs a variety of supervisory and social work duties including the orientation, training and supervision of Tapestry's social workers, the review and oversight of case work, and the supervision of Foster Care Program support staff, including staff who provide direct support for foster children and staff who are responsible for the recruitment, training, certification, and support of Tapestry Resource Parents/Homes. The Foster Care Program Manager is the primary liaison with the Mendocino County Family and Child Services social workers and supervisors regarding children who are placed in foster care with Tapestry Family Services. This role also has the responsibility for the development and implementation of Tapestry's Foster Care policies and procedures and for ensuring that assigned social work personnel perform their duties in compliance with applicable laws, regulations, policies and procedures.

The Foster Care Program Manager can supervise up to 8 (eight) full-time social workers and may carry a social work case load of up to 3 (three) foster youth.

The Foster Care Program Manager role involves regular travel using a vehicle to various Tapestry sites or other locations deemed necessary to fulfill job responsibilities. In the event a company vehicle is not available staff are expected to utilize their personal vehicles (mileage reimbursement provided).

This job description is not intended to include every duty, task or instruction for which the employee is responsible. Other tasks may be assigned, based on department and/or business needs and the department supervisor's request.

### **MINIMUM QUALIFICATIONS:**

A master's degree in social work or social welfare, marriage, family, and child counseling, child psychology, or social psychology from an accredited or State approved graduate school. If an applicant has a master's degree in different specialty, the applicant must receive an exception from Community Care Licensing in order to fulfill requirements.

Additional requirements:

- 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, and six months of experience in working with minority populations.
- At least three semester units in child welfare, or two years' experience in a public or private child welfare social services setting.
- Three years of full-time social work or casework employment in the field of family or child welfare services; or two years full-time social work or casework employment in a licensed foster family or adoption agency.

*\*An individual who does not meet the master's degree requirement above may be granted an exception provided they complete the coursework and field practice or experience requirements.*

**BENEFITS:**

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 18 Paid vacation days per year
- 12 Paid sick days per year

**CONDITIONS OF EMPLOYMENT:**

College Transcripts, Clear background check with FBI, DOJ, CACI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.  
**Medical conditions of employment:** Obtain TB Test and Physical at time of offer.

**TO APPLY:**

Email Resume to [humanresources@tapestryfs.org](mailto:humanresources@tapestryfs.org)  
Foster Care Program Manager Salary: \$83,500 to \$101,494 annually