



CAREER OPPORTUNITY

Job Title: In-home Case Manager for Empowering Families Program (1-openings)
Job Type: Part Time
Location: Family Counseling Center of Anderson (Program of New Foundations Home for Children)

Work schedule:

Part Time – (flexible schedule between office time and home visits)

Reliable transportation is required for travel to home visits. Weekly mileage is paid for travel to home visits.

Our Vision

It is our sincere goal to secure the future for children and families by doing whatever it takes to serve at-risk children and families. With that goal in mind, New Foundations offers both intervention and prevention services. Services include several programs of residential care as well as programs designed to work with children and families on an out-patient basis or in their home environments

Tasks:

- Proactively manage a case load of low to moderate risk families within each family's home setting.
- Perform assessments and assist identified families in all aspects of family development.
- Ensures that an on-going dialogue is established with all referral families and that family involvement is maintained throughout the service period.
- Assist the family in convening a team of service providers and informal supports to form a plan of care with clearly defined goals. The plan of care will address the need for revisions, adjustments and monitoring of crises so that progress can be evaluated. Ensuring that the philosophy of care is consistent and that there is progress toward service goals.
- Will have the ability to complete all documentation using a computerized clinical record and maintain central file which will consist of the following: treatment summaries, payment and resource utilization records, case notes, all legal documents and releases of information.
- Facilitate the opening and closing of the case and oversee transition to an on-going care plan, using resources to assure that services are based specifically on the needs of the child and family.
- Ability to locate and/or deliver: strength based family-centered and culturally competent services.
- Maintain creativity, flexibility and optimism about the strengths of child and their families and ensure that all goal setting and service plans are mutually established between the client, family and agency team members.
- Other duties as assigned by the supervisor

Education, Skills and requirements:

- Master degree in the field of social work, counseling, psychology, sociology, or child and family studies is required
- Two years' experience in child welfare or a related field is required.
- Strong organizational skills to prioritize workload
- Excellent communication skills (oral and written)
- Demonstrated skill of writing treatment plans, case notes, etc.

2300 Standridge Road – Anderson SC 29625
(864) 225-1628
www.NewFoundationsChildren.com

- Operate a computer using Microsoft Office and an agency database system

How to apply:

Please send applications or resumes and cover letters to:

Lisa Bloom, HR Manager – lbloom@newfoundationschildren.com or fax resumes to (864) 260-4829

May apply in person and complete application between the hours of 9-5

May apply on our website at www.newfoundationschildren.com

Only qualified individuals being considered will be contacted for an interview.