Date: August 24, 2017

Job Title: Extended Foster Care Case Manager

Location: Serving Hillsborough, Pinellas and Pasco Counties

Position Description
The Extended Foster Care Case Manager position will work in partnership with young adults participating in the extended foster care (EFC) program. This position will provide life skills training, community outreach, referrals and system navigation to insure that the emotional, social, physical and mental health needs of young adults are met. In addition, this position will ensure that an appropriate living arrangement is identified that will allow for the young adult’s personal development while providing support, guidance and continued education. Extended Foster Care Case Managers will support the young adult’s efforts to successfully participate in an EFC qualifying activity of their choice. EFC Case Managers will meet child welfare case management documentation standards including complying with deadlines and tasks set forth by judicial oversight.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
1. Complete and amend young adult care plans aimed at identifying goals, tasks and deadlines.
2. Complete and amend young adult’s transition plan identifying the qualifying activity and young adults short and long term goals.
3. Maintain and submit monthly eligibility documentation.
4. Obtain and maintain required case file documentation.
5. In partnership with the lead agency, establish housing arrangements in a foster home, group home or supervised practiced living environment for youth participating in EFC.
6. Facilitate monthly case management meetings. At least one review per quarter shall be in the young adult’s residence, aimed at assessing needs and highlighting progress.
7. Prepare and timely submit timely required judicial reports and documentation.
8. Provide transportation to court, school and other scheduled appointment when requested.
9. Work in partnership with the housing specialist to insure 24 hour crisis intervention and support is available to young adults.
10. Monitor to insure the approved living arrangement: foster home, group home or supervised practice living offers life skills instruction, counseling, educational support, employment preparation & placement, and development of support networks.
11. Approve and assess the appropriateness of roommates when there is a shared living arrangement.
12. Provide ongoing referrals for services identified in the adult’s case plan.
13. Assess young adult’s financial needs to insure weekly or monthly financial management allowance.
14. Process EFC Discharge notifications according to applicable regulations.
15. Support the need to match young adults to a mentor/adult supporter available to provide ongoing support and encouragement.
16. Facilitate emergency staffing related to residents violating program rules & expectations and/or encountering crisis situation.
17. Facilitate, coordinate or monitor the delivery of monthly life skills training to young adults participating in the extended foster care program.
18. Complete and submit all required case documentation according to contractual and regulatory requirements.

Educational and Experience Requirements
Bachelor’s degree from an accredited university or college with a major in the field of counseling, social work, sociology, psychology, or a related social sciences and human services field. In addition, child welfare case managers must attend and pass child welfare pre-service training and achieve certification within one year of successfully passing pre-service training. Two years’ experience working with teens and young adults.

- Valid Driver’s License
- Valid auto insurance meeting state requirements
- Child Welfare Case Manager Certification
- Some overnight travel required. Travel will often be with groups of teens and young adults
- Proficient computer skills utilizing Microsoft Office products
- Ability to work flexible hours including nights and weekends when required
- Ability to pass level 2 background screening and drug test

Where to Send Resume
Emma Beique email ebeique@camelotcommunitycare.org

Camelot Community Care is an equal opportunity employer and drug free workplace.