Job Title: Foster Care Coordinator
Hours: Regular Full-Time/40 hours per week; Monday-Friday
Pay Range: $21.22 per hour; plus longevity, if applicable
Department: Lafayette County Human Services
Reports to: Family Services Manager
FLSA: Non-Exempt
Position Purpose: To recruit, license, develop and maintain family foster homes within the county for children in need. To provide social services as required to children and families in need of alternate care.

Essential Position Responsibilities:

- Recruit, license, maintain and evaluate family foster homes in accordance with DCF 56.
- Coordinate requests for placement of children with appropriate agency staff. Plan and oversee child placements in alternate care settings.
- Monitor requirements of permanency planning and out of home care requirements.
- Monitor progress within placements in accordance with federal, state and local laws and policies. Provide backup services if needed.
- Provide case management and mentor services for foster families and children in out of home placements.
- Oversee and conduct the agency’s administrative permanency plan reviews.
- Oversee the foster care payments in coordination with agency administrative staff. Keep required records. Provide information and reports as required.
- Maintain and review required records for the foster care program, including those necessary for cooperation with Child Support, IV-E, family cost shares and any court orders.
- Attend agency, regional and state meetings as the Foster Care Coordinator.
- Provide outreach and community education regarding alternate care programming.
- Provide liaison with and between schools, law enforcement agencies, the Court, out-of-home placements and the state.
- Participate in grant related activities as requested.
- Maintain agency records/files and prepare reports within established time frames and in keeping with good practice, including all required eWiSACWIS work.
- Participate in unit meetings, staff meetings, supervisory conferences and case conferences concerning case planning and provision of services within and outside the agency. Come prepared to all meetings and use time productively.
- Participate in staff development, training programs and other in-service programs as may be required. Demonstrate positive effects of completed training. Keep scheduled appointments and be on time for assigned responsibilities.
- Provide afterhours services, including on-call on a rotating basis with other staff.

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.
• Maintain confidentiality and appropriate boundaries.
• Support agency and unit missions and goals
• Obtain and document necessary continuing education credits in order to keep social work certificate current.
• Provide and accept feedback regarding workload and agency operations.
• Maintain regular and predictable attendance.
• Promote, get along and work in a collaborative relationship with others including but not limited to outside agencies and county departments.
• Perform duties and follow policies and procedures independent of direct supervision.
• Perform other duties as assigned by the Manager or Agency Director.

Position Requirements:
• A degree from an accredited university or college in Social Work, Psychology, or other Human Services related field plus experience in child welfare, juvenile justice, children’s systems of care, or a related area; or any equivalent combination of education, training and experience providing the necessary knowledge, skills and abilities to perform the duties and responsibilities of the position.
• Wisconsin Social Worker Certification preferred.
• Valid Driver’s License
• Knowledge of and experience with Chapter 48 and 938 and Family Systems theory.
• Knowledge of human growth and behavior with special emphasis on family systems, abuse, and neglect.
• Understanding of current social and economic problems and the manner in which these problems affect children and families.
• Knowledge of available services for children and families.
• Knowledge of laws, regulations, and practices pertaining to federal and state social/human services programs.
• Understanding of approved social work principles, methods, and practices.
• Ability to communicate effectively orally and in writing. Ability to facilitate group meetings. Ability to prepare and maintain necessary records and reports, prepare and maintain necessary records and reports, and interact effectively with clients, staff and the general public.
• Expectation to participate in after hours On-call duties.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.
**Work Environment:**
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**DISCLAIMER CLAUSE:**
Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements.

Social worker-Foster Care Coordinator
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