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Atlanta, GA 30341  
770-452-9995

## **Job Announcement**

**Title: Child Placement Case Manager (CPCM)**

**Reports to: Social Services Supervisor**

### **Overall Function:**

The overall responsibilities of the Child Placement Case Manager (CPCM) will be to provide direct social services to children and families in the foster care and adoption programs of the agency. The foster care work is primarily through a contract with the Department of Human Services/Department of Family and Children Services (DHS/DFCS). The parameter of this work is significantly influenced by the Room, Board and Watchful Oversight (RBWO) standards and is managed through the oversight of the Office of Provider Management (OPM). These services are also impacted by the Residential Child Care (RCC) regulations and Agape's policies and procedures.

This fulltime, exempt CPCM position sets his/her own calendar and at least 60% of the work is performed away from the physical office. This person is responsible for participating in after-hours, on-call duties relating to the placement of children into foster care, mainly on the weekends when the office is physically closed. This person works directly with the foster parents, children in foster care and the parents of children in foster care. This person advocates in meetings designed to develop case plans, provides testimony at court hearings and gives input to official child welfare planning meetings conducted by DHS/DFCS.

This position includes, but is not limited to: (1) providing case management/support services to children in care; (2) providing ongoing supervision of foster families; (3) conducting annual re-certifying of foster parents; (4) working cooperatively with case managers from the various county Department of Family and Children Services; (5) providing foster parent training and orientation; (6) participating in court hearings, legal proceedings and case review meetings; and (7) doing foster and adoptive home studies.

## **Primary Responsibilities**

### **1. Case management/support for foster care placements:**

- a. Ensure that proper and required services are provided on a timely basis according to RBWO Standards, RCC Regulations and Georgia Agape's Programs Policies and Procedures Manual.
- b. Attend at least twice monthly visitation of foster children and/or foster parents and submit timely documentation on the visit.
- c. Complete plans of service, monitor progress and review regularly to stay goal directed.

- d. Complete case plan reviews and develop new case plans as required by RBWO standards and RCC Regulations.
  - e. Coordinate visitation with parents/family members according to visitation plan.
  - f. Anticipate problems, intervene and communicate issues/concerns to the supervisor immediately.
  - g. Meet the requirements set forth in the “performance based contracting” criteria.
  - h. Attend panel reviews, court hearings and other official meetings relative to children in foster care.
  - i. Facilitate efforts with birth parents that lead to permanency.
  - j. Be sensitive to the service population’s cultural and socioeconomic characteristics.
- 2. Maintenance of foster child files:**
- a. Maintain documentation as required by the GA+SCORE and SHINES systems on a timely basis.
  - b. Ensure each child’s file complies with RBWO standards, RCC regulations and Georgia Agape’s Program Policies and Procedures Manual.
  - c. Coordinate efforts maintain a high level of compliance to the requirements of items to be included in the file whether physical files or electronic on-line files.
- 3. Maintenance of foster parent files:**
- a. Maintain compliance with RBWO standards and RCC regulations.
  - b. Conduct regular review of training, if needed to ensure compliance.
  - c. Conduct annual re-certifications.
  - d. Update foster home studies, as required.
- 4. Provide orientation, training and home studies of foster parents, as needed:**
- a. Assist and/or facilitate with pre-service trainings (NTDC).
  - b. Become a certified NTDC Trainer
  - c. Participate in SAFE Home Study training
  - d. Participate in NTDC training on a rotating basis
  - e. Write foster parent home studies
  - f. Assist in ongoing foster parent training programs
  - g. Assist DFCS with the process of Agape foster parents adopting DFCS children
- 5. Assist and attend other foster care program activities:**
- a. Foster Parent Trainings
  - b. Foster Care Christmas Party
  - c. Foster Care Picnic
  - d. Foster Parent Recruitment Efforts
- 6. Remain Active with COA Work:**
- a. Participate as a member of the PQI Program Services Team.
  - b. Assist in other ways as needed to maintain COA accreditation and achieve reaccreditation.
- 7. General Responsibilities:**
- a. Attend regular staff meetings in person and via Zoom.
  - b. Provide on-call backup for other caseworkers.
  - c. Participate in regularly scheduled supervision meetings.
  - d. Mandatory participation in agency activities such as annual banquet and fund-raising events.
  - e. Participate in efforts to achieve and maintain national accreditation.
  - f. Do other tasks as assigned by the Executive Director or Director of Social Services.
  - g. All employees are cross trained in the State’s foster care and adoption programs, maternity supportive services, and private adoption programs.
  - h. Positions may change or alter depending on the needs of Georgia Agape’s programs. A meeting or conversation will be held with each employee prior to this change, if applicable.

## 8. Time and Travel Requirements

- a. This position will require a significant number of non-traditional hours of work time, including evening and weekend time, due to the need to have appointments with clients availability, to be present as babies are born and be available to facilitate the signing of documents at earliest possible times.
- b. This position will also require a significant amount of travel to serve clients all over the Atlanta metro area and beyond. Most appointments will take place away from the Agape office.
- c. Auto insurance must be maintained at the following levels:

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### Automobile Liability Insurance

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|-------------------|--|
| ▪ Bodily Injury   | \$100,000 each person<br>\$300,000 each occurrence |
| ▪ Property Damage | \$100,000 each occurrence                          |

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## Qualifications

### Moral and Religious Requirements:

As Georgia Agape, Inc. is affiliated with the Churches of Christ and is governed and supported by members of that body, only individuals who can accept and support the agency's mission statement and Statement of Faith and those who can effectively support and relate to foster parents for whom religious beliefs are important will be considered.

### Education, Experience and Knowledge Required

The person occupying this position shall possess one of the following:

- (1) A Masters degree from an accredited college or university in social work, psychology, and one year of paid case management work experience with children and families, or
- (2) A Bachelor's degree from an accredited college or university in social work, psychology, and two years of paid direct case management work experience with children and families.

The person occupying this position must possess or within 3 months, gain knowledge of:

- Regulations promulgated by the Residential Child Care Division
- RBWO Standards provided by the Office of Provider Management
- Agape's Program, Policies and Procedures Manual
- Agape's Foster Parent Manual
- Agape's Personnel Manual
- General case management standards for good social work practice in foster care and adoption services.
- General office procedures and financial accountability guidelines.

### Professional Development

Professional development is required through books, professional journals, articles from a variety of sources and attendance at professional conferences and trainings relating to job responsibilities. This person is expected to meet or exceed the required training to satisfy RCC, RBWO and COA standards or regulations.

If interested or for more information, please email Georgia Agape at [admin@georgiaagape.org](mailto:admin@georgiaagape.org). No phone calls, please.

**Georgia Agape, Inc.** is a faith-based, nationally accredited, not-for-profit, social services organization which has been providing services since 1970. Agape is licensed as a “Child Placing Agency” by the Georgia Department of Human Resources and is accredited by COA (Council on Accreditation). We are supported by the Churches of Christ in Georgia, caring individuals, foundations and corporations. Georgia Agape offers the services of Foster Care, Adoption, and free Maternity Support Services.