

**JOB DESCRIPTION**  
**JOB TITLE: Permanency Case Manager**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

Promotes the achievement of permanency for children in the Managing Conservatorship of DFPS by providing services to a caseload of children and families by working in partnership with the family. The focus is to assess children and family's needs, safety issues, and services identified mutually with the family to allow the family to safely assume the role of parenting their children. For those families where that is not possible, the focus is on achieving permanency for the child in the most family like setting.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Manages a caseload of Permanency placements including both children and their families.

Assess the need for placement, safety, family strengths and needs, and placement resources for the child and care provider/kinship caregivers.

Plans for and facilitates permanency and assists care providers and kinship caregivers in providing a safe, nurturing environment for children in their care.

Searches for potential Kinship placements throughout the life of a case.

Meets at least monthly with children and families on their caseload. Additional frequency based on the needs of the child and family.

Continues to provide support services to the child and family once reunification has occurred until the court dismisses the case.

Maintains a close working relationship with public and private agencies involved in providing Permanency services/support.

Conducts and coordinates assessments.

Completes Court Reports and presents testimony for all court hearings.

Ensures the accuracy, content, and completeness of child/family case records.

Coordinates Permanency Program and requirements with public and private agencies.

Participates in case planning conferences at required intervals.

Facilitates family preparation for permanency through training, family to family mentoring, family assessment, consultations, home visits, etc.

Works in concert with the Adoption Coordinator to facilitate and prepare children for adoptive placement.

Provides 24 hour, on-call support to the children/families served. Provides crisis intervention, when required.

With the assistance of Care Management staff, ensures children are placed in appropriate placements in the timelines required.

With the support of PAL staff, ensures older youth receive Transitional Living services as required.

Compiles monthly statistical data and reports and forwards to appropriate agencies.

Performs other duties as assigned and required to maintain unit operations.

Promotes and demonstrates appropriate respect for cultural diversity among coworkers, clients, and all work-related contacts.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

**SUPERVISION:**

No direct supervisory responsibilities.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

An accredited bachelor's degree.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license and proof of insurance.

**IV. 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 regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Promotes the well-being of children in the Permanency Program.

Manages a caseload of Permanency children in DFPS custody placements.

Assess the need for placement, safety, family strengths and needs, and placement resources for the child and care provider/kinship/adoption caregivers.

Plans for and facilitates permanency and assists care providers and kinship caregivers in providing a safe, nurturing environment for children in their care.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature