Lutheran Services Carolinas
Job Description

Job Title: Bi-lingual Case Manager – Transitional Foster Care
Supervisor (title): Unaccompanied Children Foster Care Program Coordinator
Department: Refugee and Immigrant Services
Approved by: Date: 

Position Purpose/Summary (A brief descriptive statement that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish and the degree of freedom to act.):

Bi-lingual staff will provide intensive, short term case management and reunification services to Unaccompanied Alien Children primarily from Central America ages 0-17.

Essential Functions (List the tasks, duties, and responsibilities of the position that are most important to get the job done. The responsibilities should be listed in the order of importance, with the highest priority functions first. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Coordinate short term case management services for client’s educational, therapeutic, medical and legal needs.
- Meet weekly with supervisor to consult on cases, to review case plan and direction and to evaluate client participation and progress.
- Meet regularly with therapist to discuss client’s assessment and treatment.
- Provide intake assessment and write Individual Service plans as needed.
- Review youth’s case during weekly team meetings.
- Provide assessment of sponsors and work closely with sponsors in order to provide timely reunification process.
- Be knowledgeable on DHS and UAC/ORR policy and procedure in terms of intake procedures, reporting procedures and reunification procedures.
- Meet weekly (or more) with the youth to ensure safety of youth and progress towards goals.
- Be available to transport youth if needed to identified sponsors.
- Be available to interpret for clientele from Spanish into English as needed.
- Provide transportation for clients as needed.
- Maintain accurate, up-to-date information on foster children in care while meeting DHS, ORR, and LSC documentation and reporting requirements.
- Perform other duties as assigned.
Supervisory Responsibilities, if any (The scope of the person’s authority, including the positions that report to the incumbent.):

None

Qualifications (Minimum Job Requirements): The requirements listed below are representative of the knowledge, skill, and/or ability required for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education: BSW or BA/BS in a human service field.

Experience: Minimum one year of case management experience

Language requirement: Spanish and English

Specific skills/abilities:

- Demonstrate excellent clinical, therapeutic and crisis intervention skills.
- Demonstrated verbal and written communications skills.
- Computer skills sufficient to perform essential functions.
- Maintain a reliable automobile with adequate insurance coverage.
- Knowledge of state, community and agency resources.
- Prior work experience with refugee, immigrant or minority families and demonstrates cross-cultural sensitivity.

Specialized knowledge, licenses, etc:

Preferences (Optional): (Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual).

Working Conditions/Physical Requirements: (Please list work conditions for physical or other important issues which relate to the job; the conditions listed should be representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).
Required to provide transportation to minor in personal/company vehicle or accompany minor on travel for family reunification purposes.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature ___________________________ Date __________

Supervisor Signature ___________________________ Date __________

Employee signature constitutes employee’s understanding of the requirements, essential functions and duties of the position.