



Divinity Family Services

Job Title:	Case Management Supervisor	Supervisor:	Angela Austin
Department/Group:	Admin/Development	Travel Required:	35% travel required
Location:	Divinity Family Services, HQ 1312 Bandera Highway Kerrville, TX 78028	Position Type:	Supervisory Level
HR Contact:	Terry Faglie	Extension:	105

Applications Accepted By:

EMAIL:

tfaglie@divinityfamilyservices.com

Subject Line: Case Management Supervisor

MAIL:

Terry Faglie
 HR Support Services
 Divinity Family Services
 1312 Bandera Hwy Kerrville, TX 78028
 (830) 688-3535 cell
 (830) 890-5838 office
 (830) 890-5343 fax
tfaglie@divinityfamilyservices.com

Job Description

ROLE AND RESPONSIBILITIES

Case Management Supervisor has responsibility for supervising the Case Managers. Using advanced knowledge in the area of child welfare, the Case Management Supervisor exercise discretion and independent judgement in making decisions on the overall management and delivery of services to children on their caseload, aimed at achieving safety and permanency. This position will coordinate and facilitate activities working towards moving the child to a permanent home. Other duties may be assigned.

Duties

- Responsible for overseeing and monitoring case management services as required by external contracts and licensing regulations; ensures the coordination of admissions, case planning, extension and discharges of child/youth follow appropriate rules and regulations.
- Works closely with various professional agencies with which Divinity Family Services contracts.
- Intervenes actively to advocate on behalf of child/youth when agreed upon services are not delivered in a timely efficient and accessible manner.



Divinity Family Services

- Responsible for interviewing, hiring, and training employees; planning, assigning and directing work; evaluating performance; coaching and developing staff.
- Supports the strengthening and management of the culture and practices that reflects the organization’s mission and core values and fosters high engagement all aspects of Divinity Family Services.
- Builds and maintains strong, collaborative relationships with the provider, network and children in addition to external as well as internal rapport.
- Complete other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in social work or related field.
- Previous work in foster care system or understanding of the Texas DFPS system
- Working knowledge of Minimum Standards for Child Placing Agencies is preferred.
- Bilingual with English and Spanish is a plus.
- Supervisory experience preferred.

Conditions of Employment

Employee must have and keep a valid Texas driver's license. DFS will also conduct criminal background checks and reserves the right to conduct drug screenings at random. Work weekends and evening hours when necessary. Employee must maintain working cellular phone service at all times for on-call and after-hours availability. Adhere to all current federal & state laws, as well as Divinity Family Services policies and procedures, regarding the safeguard of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPPA). The employee may be required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl and talk and hear. On rare occasions, the employee may have to lift up to 30 pounds.

In compliance with the American Disabilities Act, Divinity Family Services will attempt to make reasonable accommodations upon request.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Terry Faglie, HR	Date:	1/24/2019



Divinity Family Services