Children’s Hospital of Wisconsin
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Job Code:</th>
<th>OSHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment Foster Care Social Worker</td>
<td>215400</td>
<td>I1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>Salary Plan:</th>
<th>Orig. Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of Home Care</td>
<td>CSS</td>
<td>4/04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Immediate Supervisor:</th>
<th>Cost Center:</th>
<th>Last Revised:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of Home Care Manager</td>
<td></td>
<td>4/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division:</th>
<th>FLSA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Service Society of Wisconsin</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

GENERAL SUMMARY:
The Treatment Foster Care Worker position provides direct service to children within the designated area. The TFC Social Worker provides treatment foster care services to Children’s Service Society clients and team members as delineated by DCF 56 and in a manner consistent with accepted social work practices and agency program definitions. The children referred to the program may present as emotionally disturbed, medically fragile, developmentally delayed, or delinquent children or adolescents. Attention to permanency planning and providing stable home environments to the child is essential.

ESSENTIAL FUNCTIONS:
- Exhibits guiding behaviors that reflect Children’s values and support our mission and vision.
- Provides service in a manner that demonstrates awareness and sensitivity the client’s cultural values and beliefs.
- Facilitates and works as part of a team and coordinates team membership and involvement.
- Maintains positive working relationships with referral source and community organizations to best serve the needs of the clients.
- Provides face-to-face contact with children minimally every other week.
- Intervenes in a therapeutic manner with TFC children and families.
- Develops treatment plans with appropriate goal setting, and measures outlined goals on a quarterly basis.
- Encourages and supports client participation to develop competence and confidence.
- Provides necessary support and services to the foster families, while maintaining open communication with the birth parents as the process progresses.
- Must be able to handle multiple responsibilities with varying deadlines, and be flexible to accept other responsibilities as assigned and as the position caseload demands.
- Completes required paperwork/documentation.

OTHER FUNCTIONS AS REQUIRED BY REGION:
Dependent on region, the role of this position could be multi-facetted to include foster home licensing responsibilities, retention of foster homes, coordination of placement of children into foster homes, and community involvement with the ability to secure new foster homes. Efficient, consistent communication and partnership with referral sources is an important element to the placement coordination role.
ESSENTIAL FUNCTIONS (Continued):

- Recruits, trains and licenses foster homes in a timely manner.
- Engages potential foster parents in the foster home licensing and education process.
- Completes assessment of potential foster families as part of licensing home study process.
- Completes background checks on foster home applicants.
- Coordinates marketing efforts with Foster Home Recruiter.
- Prepares communication materials – internal, community and client relations in coordination with Foster Home Recruiter.
- Accepts and assesses referrals for TFC placement. Matches children into available treatment foster homes and completes all requirements of the intake and placement process.
- Coordinates pre-placement activities and placement of children.
- Coordinates placement plans with foster parents and team members to ensure smooth and timely TFC placement.
- Communicates effectively, timely and consistently with multiple referral sources.
- Completes training on Family Finding model.
- Provides Family Finding services for CSSW TFC youth and/or referred cases from local Counties.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Master’s Degree in Social Work or related field preferred, OR a bachelor’s degree in Social Work with two years post degree experience.
- State of Wisconsin Social Work certification (CSW, SWTC, APSW, ISW, LCSW) required and maintained.
- Requires a valid driver’s license, acceptable driving record, personal auto liability insurance coverage and the ability to be insured by the CHHS auto insurance carrier.
- Must use personal vehicle to transport children, complete in-house car seat transporter training within one month of hire and re-train biannually thereafter to maintain.
- Child welfare experience desired.
- Experience working with families of diverse ethnic, cultural and socioeconomic backgrounds strongly preferred.
- A working knowledge of child development and issues facing special needs children is required. Clinical Social Work skills.
- Ability to facilitate and work as a member of a treatment team.
- Ability to maintain positive working relationships with referral source and community organizations.
- The position requires good written skills and good verbal communication skills. Strong computer skills.

This job description is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.
WORKING CONDITIONS:

- General office environment.
- After hours work may be required in case of emergencies.
- Some evening hours required.
- Requires frequent travel for home visits.