



Foster Care Supervisor

Position Summary:

The Foster Care Supervisor is to provide supervision and support to the foster care staff that are on their foster care team at Fostering Futures. Specifically, the supervisor supervises the treatment planning, DHHS contract compliance, ISEP compliance, DCWL compliance, and all issues relevant to the casework provided by staff to children in foster care. This supervision and guidance may include suggestions for techniques to utilize with families and children, and in general, providing support to caseworkers as they encounter challenging emotional material in their work with children, their families, and foster and relative caregivers. The supervisor is responsible for ensuring that workers are completing and submitting the required case management documents, both in paper form to be filed and uploaded on MiSACWIS, to meet the most current DCWL, ISEP, and DHHS Contract Compliance standards. The supervisor attends and assists in staff meetings and maintains and maintains positive communication with other agencies, the courts, and DHHS staff. The supervisor is available and able to step in and assist caseworkers in managing and addressing concerns, complaints, or issues with clients or service providers served by the agency.

Requirements:

The Foster Care Supervisor is required to have a minimum of a Bachelor's degree in an approved social service field and to have a minimum of 4 years of post-degree, child placing agency experience. If the supervisor has an MSW, then they may supervise with only 3 years of child placing agency experience. The supervisor should be familiar with and have an in-depth knowledge of the foster care caseworker position. The supervisor must also be very familiar with all DCWL, ISEP, and DHHS state contract compliance requirements and/or assessed as both willing and capable of learning what they need to know for the position. The supervisor must be flexible, proactive, organized, efficient, timely extremely ethical, and conscientious.

Essential job duties:

- Oversee and manage the assignments of intakes to their staff.
- Oversee that referred children are properly assessed and matched to the chosen foster home and/or adoptive placement.
- Oversee all foster care paperwork and responsibilities to ensure compliance with all auditing requirements and maintain the required documentation of intakes, replacements, and terminations.
- Monitor and ensure staff compliance with client contact requirements, including the entering of contacts and uploading of all documentation on MiSACWIS, as well as completing payment authorizations and all other service authorizations, and any other required MiSACWIS documentation.



- Work with the Leadership Team to ensure the development and maintenance of the foster care program.
- Identify problem areas and help identify solutions.
- Provide communication and coordination with referral sources and other agencies.
- Assess staffing needs and participate in the hiring and termination of employees, as well as creating and ensuring completion of Performance Improvement Plans, as needed.
- Teach and guide staff to be consistently in compliance with DCWL, ISEP, and DHHS Contract Requirements.
- Assure that new staff are properly oriented, trained, and supervised.
- Notify the Program Manager and Executive Director of any concerns or issues that may affect the well-being of the Foster Care and/or Adoption Programs, the clients, or the agency.
- Perform duties while valuing diversity, equity, and inclusion. Maintain a commitment to understanding implicit and explicit bias and work to ensure diversity, equity, and inclusion are considered in all client and staff interactions.

Specific Expectations of a Foster Care/Adoption Supervisor:

- Attend all meetings assigned to attend and provide a written summary and all handouts to the Leadership team within 24 hours of attendance. Notify the Program Manager and Executive Director immediately if there is a conflict with attending a meeting that the supervisor is assigned to attend.
- Ensure that staff who report to the supervisor have all face-to-face contacts entered into MiSACWIS within 5 business days, and all text and e-mail contacts entered into MiSACWIS within 5 business days.
- Will communicate any complaint received to the Program Manager and Executive Director within 24 hours, and communicate any complaint from a court to the Program Manager and Executive Director immediately.
- Be aware of and immediately respond to any request from the Foster Care Review Board, as possible. If compliance with the request is not possible, report to the Program Manager and Executive Director regarding the issue. Submit copies of all FCRB reports to the Program Manager and Executive Director immediately.
- Ensure that staff who report to the supervisor understand the Foster Care Review Board Recommendations. Notify the Program Manager and Executive Director immediately if there are any recommendations the supervisor feels are not in the best interest of the case.
- Be aware of and reinforce due dates by doing monthly staff trackers the first few days of each month and following up on compliance towards the end of the month. Follow up the following month to ensure any incomplete tasks are completed by the beginning of the next month.
- Ensure that all court orders are received and review all court orders received or uploaded on MiSACWIS. Ensure all action steps or referrals are completed in the required or recommended time frames, as possible, and report any problems with doing so to the Program Manager and Executive Director.



- Ensure that a minimum of one, thorough, monthly supervision occurs between the supervisor and any staff. Also, submit a written copy of the topics discussed to the Program Manager and Executive Director and make sure that the staff records the supervision contact in MiSACWIS.
- Ensure the completion of any caseload responsibilities required to meet the standards of compliance with DHHS Contract, ISEP, and FOM policies.
- Consult with the Program Manager and Executive Director before each court date, to assess which hearings require a supervisor to be in attendance.
- Notify the Program Manager and Executive Director immediately if any issues arise with the staff who report to the supervisor.
- Ensure that all items noted in the annual audit Corrective Action Plan are being addressed per the CAP.
- Perform all duties with a dedication to ensuring work that values diversity, equity, and inclusion and ongoing learning about how to support, develop, and welcome diversity, equity, and inclusion with staff and agency clients.