

**CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.**

**POSITION DESCRIPTION**

**PERMANENCY CASE MANAGER**  
(Permanency Program)

**Non-Exempt**  
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**CASELOAD:**

Infants and toddlers, early and middle children, adolescents 0 - 18 years of age. All essential functions are conducted within the framework of cognitive, physical, social, and emotional aspects of the developmental stage.

**MISSION STATEMENT:**

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

**OVERALL PURPOSE:**

This position is responsible for providing adoption and/or permanency services to children, families, and birth parents.

**ESSENTIAL FUNCTIONS :** (other duties may be assigned)

1. Complete bi-annual record reviews.
2. Participate in mandatory SWAN meetings and conferences.
3. Complete Adoption and SWAN services within identified timeframes.
4. Complete SWAN benchmarks and CY131 as services are completed.
5. Prepare and provide testimony as needed at court hearings.
6. Provide adoption preparation/support training for new SWAN families.
7. Participate in a minimum of two (2) SWAN events per year to promote new referrals.
8. Participate in the performance appraisal process.
9. Attend training, in-service, meetings and conferences as necessary and as directed to obtain 40 hours according to policy.

**OTHER DUTIES:**

1. Participate in annual SWAN conferences and quarterly SWAN meetings.
2. Complete annual report of all SWAN work.
3. Perform other related duties as required.

**SUPERVISION RECEIVED:**

Supervision is received by the Foster Care/Permanency Program Director.

**SUPERVISION GIVEN:**

Direct supervision of placements.

**WORKING CONDITIONS:**

1. Respond to upset or angry people.
2. Rotating or irregular shift.
3. Working alone.
4. Working overtime.
5. Working with frequent interruptions.

**MENTAL/PHYSICAL REQUIREMENTS:**

1. Must be able to walk, sit and stand throughout the workday as needed, with occasional stooping, kneeling, crouching or crawling.
2. Must possess ability to talk, hear, read, and write.
3. Ability to lift up to 25 pounds occasionally.
4. Must be able to practice Nonviolent Crisis Intervention and First Aid/CPR with youth as necessary.
5. Must be able to practice Trauma-Informed practices.
6. Must be able to operate a vehicle.
7. No special vision requirements are necessary.

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**QUALIFICATIONS:**

**A. EDUCATION/TRAINING/LICENSE/CERTIFICATION**

Bachelor's degree in Social Sciences or a related field from a four-year college.

**B. WORK EXPERIENCE**

Two years of related experience and/or training preferred.

**C. CONDITIONS OF EMPLOYMENT**

Must possess Act 33, Act 34, and FBI clearances.

Must attend 40 hours of relevant training per year.

Must be 21 years of age.

Attend annual HIPAA training.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**PRIMARY POPULATION:** Children/Adolescents

**AGES:** 0 – 18 years of age

1. Must possess knowledge of child/adolescent psychology, development and abnormal behaviors.
2. Knowledge of all applicable regulations, policies and procedures.
3. Must possess good communication skills, both orally and in writing, and possess good documentation and observation skills.
4. Requires flexibility, leadership skills, and good judgment.
5. Ability to establish and maintain effective working relationships with the children, their families, other staff, and other local agencies.
6. Must be a mandated reporter of child abuse.
7. Must be able to transport self and others.
8. Must be able to work in a stressful environment.
9. Follow all confidentiality and universal precaution guidelines.
10. Knowledge of and ability to use Nonviolent Crisis Intervention and First Aid/CPR.
11. Knowledge of and ability to use Trauma-Informed practices.
12. Strictly adhere to all HIPAA requirements as a covered entity.

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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

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Signature of Employee and/or Candidate

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Date

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Signature of Supervisor or HR Representative

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Date