The job of caseworkers in this unit is to provide case management services to families who have children that have entered the foster care system due to abuse or neglect. Some families have their children in their care, but the children may be in the custody of Child Welfare. Other families may be involved with Child Welfare voluntarily.

**DUTIES MAY INCLUDE:**

- Assisting the caseworker, provide transportation for parents or children to various appointments.
- Accompanying the case worker on visits to foster homes or the families home to see parents and children, interviewing clients, writing some reports or case notes.
- Attending branch staffing as needed for the case,
- Supervising visits between children and their parent(s)
- Assisting certification trainer in providing specialized training to foster parents and applicants, work with retention specialist to provide support and guidance to foster homes providing care for difficult children.
- Assisting with maintaining case pertinent material filed in the case
- Attending Child Safety and other Family Meetings

**QUALIFICATIONS:**

- High level of **maturity** and **reliability** essential due to stressful work.
- Effective verbal and written communication skills.
- Ability to give clients constructive feedback and guidance.
- Minimum of 2 full days per week, 3 preferred. Full days best for learning experience.
- Valid driver’s license and good driving record.
- No criminal history of offenses, which would cause question of ability to work with clients, or have a current problem with drugs and alcohol abuse.
- Bilingual, Spanish speaking students are preferred

**EMPLOYMENT:**

HSP graduates have been employed by DHS / Child Welfare when openings are available, now limited to Social Service Assistant. Case Manager positions require a four-year degree.
As of April 15, 2011, practicum sites that use the Department of Human Services Background Check Unit will now conduct a weighing test and fitness determination when an individual has been identified as the perpetrator of abuse in certain cases of sexual abuse, physical abuse or financial exploitation. The Background Check Unit will specifically consider the most serious cases of abuse reported and substantiated from January 1, 2010, forward.