

## AFTER CARE WORKER

### JOB DESCRIPTION

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Non-Exempt

Department: Children, Youth & Family Services

Status: Full Time

Source Of Supervision: Foster Care Supervisor

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### JOB SUMMARY:

Provide in home monitoring for families that have been reunified after their children have been in Foster Care Placement under the contract between APM & the City of Philadelphia, Department of Human Services, Children and Youth Division. The main purpose of these services is to prevent the family from re-entering the Foster Care System. The After Care Family Worker will perform her duties under direct supervision from the Foster Care Supervisor.

### JOB QUALIFICATIONS:

- At least a High School Diploma, preferably an Associate Degree in the Human Services field.
- One year experience in direct social service delivery, preferably in the Hispanic community.
- Bilingual and/or Bi-cultural, Spanish/English.
- Ability to write in English with little difficulty.
- Flexible with the ability to empathize and at the same time is an authority figure.
- Pennsylvania Child Abuse Clearance, Request for Criminal Clearance and Medical Exam must be completed.

### RESPONSIBILITIES AND DUTIES:

1. Provide case management to foster parent(s), Foster Children, and legal family members.
2. Provide advice and guidance to Families in After Care in accordance with Family After Care Plan and in accordance to contract requirements with the Philadelphia County Department of Human Services, Children and Youth Division.

3. Provide and coordinate referrals to services for the required children in accordance with service description and contract requirements with Philadelphia County Department of Human Services, Children and Youth Division.
4. Work in conjunction with a Foster Care Supervisor to provide the stated needed services.
5. Complete mandated reports and documentation in the time frames specified in After Care contract requirements.
6. Provide referrals services with contacts with community agencies.
7. Ability to effectively manage time to meet the agency and contract expectations...
8. Participate in weekly supervisory meetings with program supervisor.
9. Prepare for and attend court hearings when necessary.
10. Report to supervisor and CYFS Director of any incident that jeopardize the health and safety of children..
13. Follow guidelines of social work code of ethics.
14. Maintain the confidentiality of clients.
15. Perform other duties assigned by the supervisor

THE DUTIES AND RESPONSIBILITIES HAVE BEEN EXPLAINED IN FULL DETAIL. I UNDERSTAND THEM AND THE RESPONSIBILITIES INHERIT WITH THIS POSITION AND WILL ABIDE BY ITS DICTATES. I FURTHER UNDERSTAND THAT ALL DOCUMENTS AND INFORMATION THAT I COME ACROSS ARE CONFIDENTIAL AND SHOULD ONLY BE DISCUSSED WITH THOSE WHO WORK IN CONJUNCTION WITH THE FAMILY.

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After Care Worker Signature

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Date

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Supervisor Signature

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Date