



## Adoption Case Manager (ACM)

### **Job purpose**

The ACM will be responsible for assuring compliance with Adoption State and County regulations for children, youth and families for whom APM has received a Statewide Adoption and Permanency Network (SWAN) referral. The ACM will provide case management pertaining to adoption services to the children/youth, adoptive resource parent(s) and foster parent(s) in accordance with service description and Philadelphia Department of Human Services (DHS) contract requirements.

### **Duties and responsibilities**

- ACM must participate in bi-weekly one-hour supervision
- ACM maintains a maximum case load of 30 families/services
- ACM must complete 40 hours of training in the first year and 20 annually thereafter
- ACM must assess the physical condition of the adoptive resource home
- ACM must visit Adoption Finalization recipients, children and youth, once per month until finalization occurs to ensure that the needs of the adoption RP and child/youth are met
- ACM must obtain information to submit home study application
- ACM must collect and compile child/youth information from various source and locations to provide to contractors for Child and Family Profiles, Child Preparations and Finalizations
- ACM must monitor contractor progress on assigned services to ensure timeliness and escalate any concerns to supervisor
- ACM must maintain up-to-date files, according to state and county requirements, and provide status updates on families/services
- ACM must maintain accurate benchmark data is to ensure success of the Adoption program
- ACM must work in conjunction with a multidisciplinary team to provide SWAN services
- ACM must complete mandated reports, documentation and benchmarks in the time frames specified within both the Adoption and Foster Care contract requirements
- ACM must notify supervisor of issues pertaining to Adoption and Foster Care related matters
- ACM must maintain documentation of supports, counseling and interventions provided to child/youth and adoption resource parent
- ACM will maintain compliance with sharing information with DHS and CUA for incorporation into SCP, ISP and FSP
- ACM must assist with adoption training and social work services to adoptive families
- ACM must prepare for and attend permanency conferences, child prep plan meetings, court, etc. as required

- ACM must always use the approach “See Something- Say Something- Do Something”
- ACM must notify management, DHS and/or CUA if child or youth experiences circumstances or exhibits behaviors that require CM response or any safety concerns/incidents, taking immediate action to maintain the child or youth’s safety and well-being
- ACM must effectively manage time to meet the agency and contract expectations
- ACM must maintain the confidentiality of clients
- ACM must follow guidelines of social work code of ethics
- Other duties as assigned to support the mission of Pradera

### **Qualifications**

- Minimum one year of experience working in the adoption system or other program with direct social service delivery (preferably in the Hispanic community).
- Bachelor’s Degree in Social Work, Psychology or related field
- Strong research and writing skills
- Strong time management skills.
- Flexible with the ability to emphasize and be an authoritative figure
- Pennsylvania Child Abuse Clearances, Pennsylvania Criminal Record Clearance, Federal Bureau Investigation (FBI), Medical Examination
- Preferably knowledge of Pa Chapter 3700
- Computer savvy, familiarity with Microsoft Office Suite

### **Working conditions**

- Office
- Field/ Community
- Court, visitation, teamings and mandatory meetings

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Employee Signature

\_\_\_\_\_  
Date

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HR Generalist

\_\_\_\_\_  
Date