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# YOUTH SERVICE BUREAU of ILLINOIS VALLEY

## JOB DESCRIPTION

**POSITION:** Foster Care Worker

**QUALIFICATIONS:** BA in Human Services with two years of human services experience. A passing grade on required licensing exams. Computer knowledge including proficient knowledge of Microsoft office (word, excel and access), plus keyboarding. Sensitivity and responsiveness to the cultural differences of individuals and families in groups outside one's own.

**CLASSIFICATION:** Exempt Full-time

**REPORTS TO:** Foster Care Supervisor

### **RESPONSIBILITIES:**

#### **I. Direct Services**

##### **A. With child in placement.**

1. Maintain ongoing contact with child as determined by service plan.
2. Assess child's needs (emotional, physical, intellectual, spiritual, cultural), in placement, community and with his/her natural family.
3. Ensure child's needs are met through YSB programs or linkage with outside agencies.
4. Monitor child's performance, progress and adaptation in placement, with natural family and in the community.
5. Attend all court and administrative reviews pertaining to child.
6. Coordinate and monitor any services provided through YSB or outside the agency for the child.

##### **B. With natural family of child.**

1. Maintain ongoing contact with the natural family as determined by service plan.
2. Promote the permanency goal noted in the child's service plan.
3. Perform family assessments according to agency and DCFS requirements.
4. Monitor family's progress toward service plan goals.
5. Link, monitor and coordinate services required by family which are provided through YSB or outside the agency.
6. Insure family visits are provided as directed by service plan.
7. Provide aftercare services upon return of child to natural family home when required.

- C. With placement family (foster or relative).
  - 1. Maintain ongoing contact with the placement family.
  - 2. Coordinate and promote the child's permanency goal with the placement family, unless otherwise noted in the service plan.
  - 3. Assist the placement family in providing for the needs of the child.
  - 4. Monitor the placement for progress toward service plan goals.
  - 5. Assess the needs of placement family to maintain positive placement.
  - 6. Bring training materials and/or service to foster families as needed to maintain and improve their performance.

## II. Indirect Services

- A. Maintain up to date case file documentation per agency and DCFS requirements.
- B. Document case services according to ethical and professional standards.
- C. Provide reports and testify as directed at court on behalf of the best interests of the child with prior review and approval by the supervisor.
- D. Establish and maintain professional relationships with service providers.
- E. Advocate for the needs of the child, natural family and placement family.
- F. Participate in regular case staffings, supervisory meetings and evaluations.
- G. Adhere to agency policies and procedures.
- H. Actively participates in YSBIV's continuous Quality Improvement program.

YSB's greatest asset is its staff. The people we serve depend on compassionate professionals committed to YSB's mission.

We welcome you to email your resume (*please put the word **resume** in the subject line*) to [hrs@ysbiv.org](mailto:hrs@ysbiv.org) or by mail Attn: Human Resources, 424 W. Madison St., Ottawa, IL. 61350. ***Resume attachments must be formatted in the following extension types: .doc, .docx, .pdf***