POSITION DESCRIPTION

Child Welfare Specialist- Bilingual Spanish/English
Full-time Opportunity

About SOS Children’s Villages Illinois

For 25 years, SOS Children’s Villages Illinois has provided the highest quality of care for Illinois’ most vulnerable children and families. We are the first self-funded SOS organization in the United States. Since our beginning, we have carried on the successful track record of SOS-Kinderdorf International in transforming children with a broken childhood into caring, productive, self-reliant adults. In addition, we have pioneered a number of successful programs such as providing SOS Children continued support as they enter young adulthood, and empowering parents to pursue successful reunification of their families. Learn more about us and our model at www.sosillinois.org.

Our team passionately provides support and works collaboratively to raise our children. We are seeking a Child Welfare Specialist who exhibits this same style and effort in all aspects of the work they perform at SOS Children’s Villages Illinois. Our Roosevelt Square Village in Chicago, IL, is a community comprised of direct caregivers, Child Welfare Specialists, Clinical service providers, and support staff, who make the mission of SOSCVI a reality for children in care.

SUMMARY OF DUTIES

The bilingual Child Welfare Specialist provides services to SOS children and their families in order to achieve the particular case goal as outlined and explained in the client service plan. They report to the Child Welfare Supervisor.

DUTIES AND RESPONSIBILITIES:

1. Provide comprehensive case management services to SOS children, including assessment, referral, placement supervision, service plan formulation and implementation, and appropriate involvement with the SOS and biological families. Act as a partner to Foster Parents in times of need.

2. Maintain complete, accurate, and current service reports on children and families served including timely written case notes, six-month summaries and permanency reports as required and/or requested by DCFS and SOS. Conduct quarterly audits of client files.

3. Ensure that a healthy, safe and secure home environment and a consistency of care is provided to the children, including but not limited to, ensuring that the children received proper medical, dental and emotional care as required.

4. Advise and consult with the Client, Foster Parent and Child Welfare Supervisor to ensure adequate understanding of the case dynamics and the needs of the Client.

5. Coordinate effectively with DCFS and other community agencies for the maximum utilization of available resources to address the service goals of the cases assigned.

6. Work in conjunction with the Child & Family Services Coordinator to develop a working knowledge of community resources which may be used in serving clients and maintain a close working relationship with these resources.

7. Act as a Liaison to the Foster Parent Enrichment Coordinator and Child & Family Services Coordinator within the Spanish speaking communities towards identifying resources and foster parent recruitment.

8. Prepare for and attend required case meetings, ACR’s, court hearings, and staffings.

9. Submit reports as required by Supervisor.
10. Perform on-call duties as needed to carry out the responsibilities as required.

11. Communicate problems and issues within the department to the Child Welfare Supervisor.

12. Complete all mandatory agency and job specific training.

13. Represent SOS in a professional manner to the public and guests.

14. Comply with all SOS policies, state, federal, county and city laws, rules and regulations.

15. Perform other duties as assigned.

16. Attend general agency staff meetings, in-service education/training, individual supervision, and other meetings as directed by the Village Director or Supervisor.

17. Work with Foster and Biological Families and provide support when needed.

**Minimum Qualifications**

1. A bachelor’s degree in social work, psychology or related field & one year Child Welfare Experience.
2. Proficient speaking, reading and writing skills. Bi-lingual English/Spanish required.
3. DCFS Child Welfare Employee Licensure required.
4. Ability to work with DCFS, courts and other social service systems.
5. Ability to pass DCFS required criminal background check including CANTS/SACWIS and SORS.
6. Valid Illinois driver's license with acceptable driving record; insured and reliable transportation.
7. Ability to travel between both Villages and surrounding communities.
8. Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
9. Ability to relate to the Agency staff and to the public in a courteous and professional manner.
10. Ability to work in a team environment.
11. Strong communication and organizational skills.
12. Ability to exercise discretion and independent judgment.
13. Ability to handle sensitive and confidential materials.
14. Ability to work flexible hours.
15. Ability to work in an alcohol, tobacco and drug-free environment.

Are you fluent in Spanish, excellent at sensitive case management, and passionate about child welfare?

If you are….please apply [HERE](#)

**ADA STATEMENT:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Position responsibilities are intended to describe those functions that are essential to the performance of this job. This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

*SOS Children's Villages Illinois* is an Equal Employment Opportunity employer. Candidates are considered for employment with SOS Children’s Villages Illinois without regard to their race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status or other classification protected by applicable federal, state or local law.
Foster Parent Position

For 25 years, SOS Children’s Villages Illinois has provided the highest quality of care for Illinois’ most vulnerable children and families. Since our beginning, we have carried on the successful track record of SOS-Kinderdorf International in transforming children with a broken childhood into caring, productive, self-reliant adults.

Our team passionately provides support and works collaboratively to raise our children. Our Villages are made up of single-family homes, under the guidance of our professional Foster Parents, and our model is based on uniting brothers and sisters in foster care, surrounding them with a community of hope and supportive services, and helping them grow into caring and productive adults.

Summary of Duties
1. Provide a healthy, clean, safe and secure home environment for the children.
2. Develop, in conjunction with the child’s Case Manager, and implement individual progress plans.
3. Ensure that the children receive proper medical, dental and emotional care.
4. Administer prescribed medications as needed, and document all such interactions. Complete all required documentation related to medical incidents/reports, and medication management as required by the Agency and DCFS.
5. Ensure the educational growth of their children.
6. Attend court, Administrative Case Reviews and related conferences as required.
7. Maintain timely and accurate records such as household budget, children's progress records, health records and periodic evaluations.
8. Maintain household budgets at or below designated levels for all budgeted line items.
9. Participate in on-going training and maintaining current certifications such as first aid and CPR, TCI, Med. Administration, etc.
10. Transporting children as needed, i.e., sibling visits, doctor visits, therapy groups, etc.
11. Participate in Monthly Supervision with Director of Program and Services.
12. Provide appropriate clothing.
13. Participate in all SOS trainings, including QI initiatives

Requirements
Successful Foster Parents must meet the following minimum criteria in order to move forward in the application process.

- Valid driver’s license, proof of insurance, and clear driving record
- DCFS background clearance; DCFS medical clearance
- Must be at least 25 years of age
- Must have a high school diploma or equivalent
- If applicable, must adhere to the policy of bringing only one biological or adopted child (12 and under) into the Village home
- Must be willing to move to any one of our three Villages (Lockport Village, Chicago Village, and Roosevelt Square Village)
- Valid Illinois driver’s license with acceptable driving record and proof of automobile insurance coverage.
Relief Parent Position

For 25 years, SOS Children’s Villages Illinois has provided the highest quality of care for Illinois’ most vulnerable children and families. Since our beginning, we have carried on the successful track record of SOS-Kinderdorff International in transforming children with a broken childhood into caring, productive, self-reliant adults. In addition, we have pioneered a number of successful programs such as providing SOS Children continued support as they enter young adulthood, and empowering parents to pursue successful reunification of their families. Learn more about us and our model at www.sosillinois.org.

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Summary of Duties

Because Foster Parents are the foundation of the SOSCVI model, successful Relief Parents must be passionate and dedicated to contributing to the creation of stable home lives for our children. By creating a stable home life, SOSCVI Foster and Relief Parents help children overcome devastating pasts and gain confidence about their world and their dreams for the future.

The Relief Parent’s primary duty is to provide on-call relief to Foster Parents. In the Foster Parent’s absence he or she is responsible for providing "parental" supervision, monitoring, care, and direction for the children consistent with the Foster Parent's methodology. Relief Parents also assist Foster Parents in providing transportation of children to recreational activities, homework assistance and therapy, and additional supervision.

Requirements

Successful Relief Parents must meet the following minimum criteria in order to move forward in the application process.

- 1. A high school diploma or equivalent.
- 2. Valid Illinois driver's license with acceptable driving record and proof of automobile insurance coverage.
- 3. Must be at least 21 years of age.
- 4. DCFS (Department of Children and Family Services) background clearance
- 5. DCFS medical clearance
- 6. Ability to work in the following Village(s): Lockport, Southside of Chicago (7600 S. Parnell), Roosevelt Square (1200 W. Roosevelt)
- 7. Ability to work in an alcohol, tobacco, and drug-free environment
- . Ability to work flexible hours.