



**SOS CHILDREN'S
VILLAGES
ILLINOIS**

**SOS CHILDREN'S VILLAGES ILLINOIS
CHILD WELFARE SPECIALIST
POSITION DESCRIPTION**

ABOUT US

At SOS Children's Villages Illinois, we build Villages that unite brothers and sisters in foster care, surround them with a community of hope, and help them grow into caring and productive adults.

For 25 years, SOS Children's Villages Illinois has provided the highest quality of care for Illinois' most vulnerable children and families. We are an independent 501(c)3 organization. Since our beginning, we have carried on the successful track record of SOS Children's Villages 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 the children in our care continued support as they enter young adulthood.

Learn more about us and our model at www.sosillinois.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Child Welfare Specialist provides services to SOS Illinois 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 and are located at one of our villages in Lockport, Roosevelt Square, or Chicago Village.

DUTIES AND RESPONSIBILITIES:

1. Provide comprehensive case management services to SOS Illinois children, including assessment, referral, placement supervision, service plan formulation and implementation, and appropriate involvement with the SOS Illinois 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 Illinois. 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 Illinois in a professional manner to the public and guests.
14. Comply with all SOS Illinois 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.

QUALIFICATIONS

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

ADA DISCLAIMER/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 opportunity employer. Employment, assignment, and promotion practices are carried out in accordance with all applicable laws, rules, regulations and orders without regard to race, religion, color, national origin, physical handicap, social handicap, sex, age, sexual orientation, or ancestry.

Apply at the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=2513&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6>



SOS CHILDREN'S
VILLAGES
ILLINOIS

SOS CHILDREN'S VILLAGES ILLINOIS PROFESSIONAL FOSTER PARENT POSITION DESCRIPTION

ABOUT US

At SOS Children's Villages Illinois, we build Villages that unite brothers and sisters in foster care, surround them with a community of hope, and help them grow into caring and productive adults.

For 25 years, SOS Children's Villages Illinois has provided the highest quality of care for Illinois' most vulnerable children and families. We are an independent 501(c)3 organization. Since our beginning, we have carried on the successful track record of SOS Children's Villages 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 the children in our care continued support as they enter young adulthood.

Learn more about us and our model at www.sosillinois.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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. A pro-active attitude and response is required which requires: active participation in the school; setting expectations for attendance and performance; active participation in homework and enrichment programs; advocating for children's needs; willingness to serve as a surrogate parent for special education needs.
6. Ensure the child's participation in mental health services as required.
7. Attend court, Administrative Case Reviews and related conferences as required.
8. Maintain timely and accurate records such as household budget, children's progress records, health records and periodic evaluations.
9. Maintain household budgets at or below designated levels for all budgeted line items.
10. Participate in on-going training and maintaining current certifications such as first aid and CPR, TCI, Med. Administration, etc.
11. Transporting children as needed, i.e., sibling visits, doctor visits, therapy groups, etc.
12. Represent SOS Illinois in a professional manner to the public and guests.
13. Comply with all SOS Illinois policies, state, federal, county and city laws, rules and regulations.
14. Participate in Monthly Supervision with Director of Program and Services.
15. Provide appropriate clothing.
16. Participate in all SOS Illinois trainings, including QI initiatives

17. Maintain communication streams by ensuring emails are read on a daily basis, the provided cell phone is charged and readily available during assigned shift, and voicemail is checked.

18. Other tasks as assigned.

NON-ESSENTIAL DUTIES:

1. Attend general agency staff meetings, in-service education/training, individual supervision, and other meetings as directed by the Village Director or Supervisor.
2. To maintain an attitude of respect and understanding toward the parents of the child because these people are important to the child.

QUALIFICATIONS

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 (Department of Children and Family Services) 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)
- Must be willing to commit to three years of service as a full-time, professional Foster Parent
- Valid Illinois driver's license with acceptable driving record and proof of automobile insurance coverage.

SOS Illinois is looking for nurturing individuals, domestic partners, or married couples interested in devoting their lives to the profession of Foster Parent, who are:

- Experienced with children, either as parents or by working with children in another environment
- Adept at supporting the needs of behaviorally complex children with a history of mental, emotional, or physical trauma
- Able to discipline fairly and willing to learn behavior-management skills
- Skilled in managing a household and a budget
- Self-sufficient thinkers with a collaborative spirit and positive outlook on life

Adaptability: Becoming an SOS Illinois Foster Parent is a lifestyle change. Having the ability to swiftly settle into your new home and environment is essential to being as responsive and supportive to your children as possible—from day one—no matter the challenge or change.

Patience: All of our children have endured some sort of deep trauma. SOS Illinois Foster Parents have the patience and fortitude that helps heal the deep emotional, mental, and sometimes physical wounds of abused and neglected children whose families are in crisis.

Positivity: We all have our good days and our bad days. SOS Illinois Foster Parents are treasured optimists who can see the silver lining in a less positive situation or turn any frown into a smile.

Resourcefulness: Sometimes not every answer or resource is available to us on a whim or when we need it. SOS Illinois Foster Parents know how to improvise and tackle any problem or task with composure and without even blinking an eye. They also know when and where to ask for help. Most importantly, SOS Illinois Foster Parents are ready to make a **full-time commitment** to providing a loving, safe, and secure home for the children in their care.

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.

ADA DISCLAIMER/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 opportunity employer. Employment, assignment, and promotion practices are carried out in accordance with all applicable laws, rules, regulations and orders without regard to race, religion, color, national origin, physical handicap, social handicap, sex, age, sexual orientation, or ancestry.

Apply at the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=2491&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6>



**SOS CHILDREN'S
VILLAGES
ILLINOIS**

**SOS CHILDREN'S VILLAGES ILLINOIS
RELIEF PARENT – FOSTER CARE
POSITION DESCRIPTION**

ABOUT US

At SOS Children's Villages Illinois, we build Villages that unite brothers and sisters in foster care, surround them with a community of hope, and help them grow into caring and productive adults.

For 25 years, SOS Children's Villages Illinois has provided the highest quality of care for Illinois' most vulnerable children and families. We are an independent 501(c)3 organization. Since our beginning, we have carried on the successful track record of SOS Children's Villages 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 the children in our care continued support as they enter young adulthood.

Learn more about us and our model at www.sosillinois.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Because Foster Parents are the foundation of the SOS Illinois 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, SOS Illinois 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.

QUALIFICATIONS

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

Additional Skills and Experience

1. Ability to exercise discretion and independent judgement.
2. Previous childcare experience.
3. Good verbal and written communications skills.
4. Reliable, punctual, and able to manage multiple tasks.
5. Ability to learn and support SOS Illinois behavior management program.
6. Ability to work flexible hours.
7. Commitment to SOS Illinois philosophy and mission.

ADA DISCLAIMER/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 opportunity employer. Employment, assignment, and promotion practices are carried out in accordance with all applicable laws, rules, regulations and orders without regard to race, religion, color, national origin, physical handicap, social handicap, sex, age, sexual orientation, or ancestry.

Apply at the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=2493&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6>