
HOMES FOR CHILDREN – CASEWORKER/COLLEGE TRANSITION COORDINATOR

Position Assignment

- Title:** Homes for Children – Caseworker/College Transition Coordinator
- Organizational Unit:** Homes for Children
- Recruited by:** Director of Social Services and Boothe Campus Administrator
- Approved by:** Vice President of Homes for Children

Working Relationships

- Reports to:** Director of Social Services
- Staff Team:** Director of Social Services, Caseworkers, Boothe Campus Administrator, and all Homes for Children staff

Basic Functions

The Caseworker/College Transition Coordinator plays a front-line role in serving children and families in need through the Homes for Children program of South Texas Children's Home Ministries (STCH Ministries). The Caseworker provides for the advocacy and development of children through the case management of children in the care of Homes for Children program. The College Transition Coordinator assists students with transition plans during placement, graduation, and post-graduation.

Basic Responsibilities

1. To have an active role in encouraging a growing relationship with Christ for each child.
2. To serve as a Christian minister of reconciliation for each student on caseload, including on campus, in college, vocational training, or post-high school transitional living.
3. To perform all other duties as assigned.

Caseworker Responsibilities

1. To meet and maintain STCH Ministries caseload standards and goals, as outlined by the Director of Social Services and Boothe Campus Administrator.
2. To take referrals, coordinate intake, orientation, and admission scheduling, as well as aftercare and discharge of students.
3. To develop and monitor service plans for each student.

Position Description

South Texas Children's Home Ministries



4. To identify the needs of the students and families, regularly evaluate their progress, and advocate for the service needs of the students and families.
5. To coordinate individual, group, and/or family counseling/therapy as needed.
6. To maintain updated case records, files, and database records in an efficient manner.
7. To schedule and participate in reviews and team meetings as outlined in the Programs Manual.
8. To network and function as a liaison between student and community services/referral sources.
9. To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences.
10. To be included on the on-call rotation.
11. To lead in the strategic planning for transitional services provided to students entrusted into our care.

College Transition Coordinator Responsibilities

1. To assist High School Students in developing transitional plans for leaving the care of STCH Ministries.
2. To collaborate with other STCH Ministries staff and placing individuals to prepare high school students for leaving the care of STCH Ministries.
3. To evaluate and monitor the STCH Ministries student scholarship program.
4. To coordinate scheduling of any required college/vocational testing, campus visits and FAFSA applications.
5. To be responsible for contacting, supporting, connecting, monitoring, and visiting students while in college or vocational programs under STCH Ministries.
6. To be responsible for supervision of meeting the financial needs of vocational or college students in STCH Ministries Scholarship program.

I, the employee, have read, understand, and agree with the position description for Homes for Children – Caseworker/College Coordinator.

Employee Signature

Date

Employee Supervisor Signature

Date