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## **HOMES FOR FAMILIES – CASEWORKER**

### **Position Assignment**

- Title:** Homes for Families – Caseworker
- Organizational Unit:** Homes for Families
- Recruited by:** Director of Homes for Families
- Approved by:** Vice President Family and International Ministries

### **Working Relationships**

- Reports to:** Director of Homes for Families
- Staff Team:** Vice President of Family and International Ministries, Director of Homes for Families, and all STCH Ministries staff to enhance the total program

### **Basic Functions**

The Caseworker plays a front-line role in the Homes for Families program of South Texas Children's Home Ministries (STCH Ministries). The Caseworker provides for the advocacy and development of families in the STCH Ministries Homes for Families program. Assisting Homes for Families and STCH Ministries as needed to enhance the overall ministry program of STCH Ministries.

### **Basic Responsibilities**

1. To collaborate with Phase II residents on their service plans, detailing steps required to achieve goals, and developing and maintaining residents' budgets. Including two follow-up meetings per month to evaluate their progress, update service plans as needed, and review budgets and continue with these residents as they move to Phase III and IV.
2. To work with Phase II residents and their Resident Coordinator in developing a designated timeline that assists in their transition to Phase III.
3. To work with the Director of Homes for Families in developing and implementing the Phase III and IV program requirements and policies.
4. To ensure Phase III and Phase IV residents are adhering to all Homes for Families (HFF) Rules and Program requirements, as laid out in program policies, by having weekly meetings with Phase III residents and bi-weekly meetings with Phase IV residents. (If Phase IV residents live out of town please see #5)
5. To schedule and plan one monthly in person meeting and weekly meetings by phone, with

# Position Description

## South Texas Children's Home Ministries

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Phase IV residents who live within 150-200-mile radius.

6. To maintain up-to-date knowledge on entitlement programs, community services, and benefits for state and federal assistant programs, which align with STCH Ministries core values and vision, while networking and functioning as a liaison between residents and community resources.
7. To maintain receipts and expense reports for Director of Homes for Families approval, and submit information to Administrative Assistant at HFF.
8. To submit all supply, resource, and book orders for Phase III and IV Residents to Director of Homes for Families for approval.
9. To serve as a Christian minister of reconciliation for each resident and client.
10. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Families – Caseworker.

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Employee Signature

\_\_\_\_\_  
Date

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Employee Supervisor Signature

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Date