



CHILDREN'S VILLAGE CASE MANAGER

Our Mission: Children's Village is a Christian home that provides hope and healing for abused and neglected children. We provide safety, stability, and trauma-informed, Christ-centered care to children in our GRO Cottage Home Program and soon in CPA verified homes.

About Us: Children's Village & Family Service Agency, Inc. is a privately funded 501(c)(3) nonprofit serving Smith County for over 40 years. We provide 24-hour residential care for children in our GRO Cottage Home Program and are expanding to include a Child Placing Agency (CPA) in 2026.

Position Summary: The Case Manager ensures every child in our care receives compassionate, trauma-informed, and Christ-centered support. Case Managers oversee service planning, safety, and well-being for children in the GRO and CPA. They collaborate with Cottage Parents, Foster Parents, other Direct Care Staff, families, and external stakeholders to promote healing, stability, and permanency.

Case Managers work within the **T1: Basic Child Care Operation service package** and adhere to Texas Administrative Code (TAC §748/749), DFPS, SSCC, and T3C standards.

Qualifications:

- Bachelor's degree in Social Work, Counseling, Psychology, Child Development, or related field (DFPS standard).
- Valid Texas driver's license with acceptable record.
- Ability to work evenings/weekends for emergencies or service needs.
- Strong documentation skills and familiarity with casework principles.
- Ability to interact with children from diverse backgrounds using trauma-informed care.
- Excellent communication, organizational, and interpersonal skills.
- Ability to handle stressful situations and make sound decisions in emergencies.
- Must be at least 21 years of age.
- Reliable transportation with valid auto insurance.
- Successful completion of criminal background checks including FBI fingerprinting, drug screening, and TB test.

Required Training (All Staff)

- Trauma Systems Therapy – Common Sense Parenting (TST-CSP) training and implementation
- Normalcy training
- DFPS, SSCC, and agency annual training requirements
- Emergency behavior intervention, CPR/First Aid, and medication administration
- Enhanced skills in navigating, advocating for, and coordinating services through:
 - STAR Health
 - HHSC Behavioral Health Services (if needed)
 - Early Childhood Intervention (if applicable)
 - Education and child welfare systems (for clients in T1: Basic Child Care Operation)
- Coordination with each child's medical consentor and participation in STAR Health Service Coordination (dependent on eligibility)

Key Responsibilities

Child Case Management

- Service Package: **T1: Basic Child Care Operation**
- Maintain a caseload of 15 children (ratio may vary based on TST-CSP implementation and caseload complexity)
- Conduct monthly face-to-face visits in alignment with Texas Administrative Code (TAC) §749 and §748 standards.
- Assess children's physical, emotional, educational, behavioral, and spiritual needs, update service plans accordingly.
- Develop and update Individualized Service Plans (ISPs), including goals, strengths, needs, and interventions.
- Participate in service planning meetings, permanency planning meetings, court hearings, and school ARDs/504 meetings.
- Coordinate therapy, medical care, medication management, education, and specialized services in compliance with DFPS requirements.
- Monitor for safety concerns, risk behaviors, or critical incidents; follow reporting protocols including 24-hour reporting to DFPS when applicable.
- Document discharge info and outcomes in **Clover IT Management System**.

Intake / Placement

- Review Common Applications, Psychological Evaluations, CANS 3.0 assessments, and other applicable information to make an informed decision for admission of clients in appropriate settings.
- Enter referrals and admission decisions in **Clover IT Management System**.

Support to Direct Care Staff

- Serve as a primary administrative support to Cottage Parents, Foster Parents, and other Direct Care Staff.
- Provide coaching on trauma-informed care, TST-CSP, behavioral interventions, and best practices for working with children and youth in foster care.
- Ensure staff understand and implement each child's ISP, behavior support plan, and supervision level.
- Communicate children's needs, changes, and progress clearly and timely to caregivers.
- Assist staff in preparing for audits, inspections, and corrective actions related to case services.

Cross-System Coordination

- Must be well-versed in **STAR Health services** to ensure clients maximize benefits based on eligibility and medical necessity.
- Maintain and support the child's school, medical, dental, behavioral health, and other service needs.

Compliance & Documentation

- Maintain complete, timely, and accurate documentation in accordance with Minimum Standards, DFPS and SSCC Contracts, Texas Child Centered Care (T3C) requirements, and Children's Village policies and procedures.
- Ensure that all required forms, consents, assessments, and reports are completed within mandated timelines.
- Prepare for licensing inspections, contract monitoring visits, and audits.
- Follow mandated reporter laws and agency policy regarding abuse/neglect concerns.

Collaboration & Communication

- Coordinate care with DFPS caseworkers, CASA, attorneys ad litem, therapists, medical providers, and schools.
- Serve as liaison for biological families, when appropriate, supporting visitation and reunification efforts.
- Maintain strong working relationships with the Program Director, Treatment Director, and administrative staff.
- Participate in agency training, staff meetings, and ongoing professional development.

Benefits:

- Competitive salary
- Employer-paid health insurance (for full-time employees)
- Dental and vision available
- Sick leave and vacation leave



- Professional development support
- Flexible schedule
- Mileage reimbursement
- Supportive, collaborative work environment
- Opportunity to provide **hope and healing for abused and neglected children**

Interested applicants may submit their resume along with a completed employment application to our office at administration@childrensvillageoftexas.org.