



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

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## Caseworker

*Seth, age 12, from Boys Ranch Town said, "My Caseworker is always there to talk."  
Nikki, age 15, at OKC said, "My Caseworker is very heartfelt and she really cares."*

**Job Description Summary:** The Caseworker will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This non-exempt position is full time. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of *'the operation of a motor vehicle, other vehicle, equipment, machinery or power tools'* as well as *'direct patient care or direct child care'* and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

**Location:** Owasso

**Reports to:** The Caseworker reports to the Campus Administrator.

**Supervises:** The Caseworker oversees the children on campus/in his or her caseload.

**Requirements:** *"For an overseer, as God's steward, must be above reproach." Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church or a similar evangelical church (Heb. 10:25).

4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

**Educational Requirements:** *“Do you see a man skilled in his work? He will stand in the presence of kings. He will not stand in the presence of unknown men.” Proverbs 22:29, HCSB*

1. Caseworker I: Bachelor's degree, preferably in a related field
2. Caseworker II: Bachelor's degree, preferably in a related field; Preference given to experience in a related field
3. Caseworker III: Master's degree or equivalent of two years' experience in related field

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

**Job Responsibilities:** *“Whatever you do, do it enthusiastically, as something done for the Lord and not for men” Colossians 3:23, HCSB*

1. **Provides Appropriate Response to Referrals and Manage the Intake Process, Helping OBHC Continue to Practice Pure and undefiled Religion** *“Pure and undefiled religion before our God and Father is this: to look after orphans and widows in their distress and to keep oneself unstained by the world.” James 1:27, HCSB*
  - A. Responsible to review vacancies and seek appropriate placements for the vacancy.
    - i. Maintain no more than three days between the dismissal of one resident to the intake of another, displaying initiative (Prov. 27:12).
    - ii. Will diligently document the progress of the intakes on the Room to Care form (Prov. 10:4).
  - B. Maintain current and appropriate contacts and resources to initiate referrals for potential placement, partnering with coworkers in God's kingdom (1 Cor. 3:9).
  - C. Responsible for the development and implementation of the overall intake and process of applicants (Prov. 6:6-8).
  - D. Be available to take initial inquiries concerning potential residents and circumstances, knowing the importance of immediacy as a Christ follower (Mt. 4:20). Be responsible to answer questions concerning services offered by OBHC and availability of those services.
  - E. If referrals are not appropriate for an OBHC campus, offer alternative placement recommendations—recognizing the importance of helping meet the needs of all referrals, displaying active faith (Jas. 2:14-17).
  - F. Conduct initial interviews with prospective client and their family or guardian in an expedient manner, acknowledging the importance of hard work and proper timing (Prov. 20:4).

- G. Be responsible to present an organized and succinct summary of the applicant's information with a placement recommendation to the Assistant Administrator, recognizing the value of each task and the Lord's blessing of honest stewardship (Lk. 16:10-12).
- H. Out of respect, love and integrity, make prompt notification to applicant's family as the disposition of the referral.
  - i. Initiate and coordinate an appropriate admission schedule for the client, family and cottage.
  - ii. If the placement cannot occur on this campus, then offer possible alternative placements to other OBHC facilities or other agencies.
  - iii. Appropriately respond to referrals and placements from other OBHC campuses, HPC's and maternity homes.

**2. Using the Lord's Discernment, Provide Appropriate Admissions and Oversight to Placement** *"The Lord founded the earth by wisdom and established the heavens by understanding." Proverbs 3:19, HCSB*

- A. Prayerfully, cooperate and coordinate with the administration and cottage team in the development of a working system of factors and indicators that would be the initial filter and indicators to determine the appropriate and potential success of a prospective placement. This information would be available to all staff that would be receiving inquiries concerning information or placement (Ecc. 4:9).
- B. Request, identify and coordinate the acquisition of data in order to build a complete, pertinent and accurate and trustworthy file on the applicants to present to the cottage team (Prov. 20:10).
- C. Coordinate with the cottage team, assistant administrator and family to establish a timely interview appointment, demonstrating Christlikeness to the family and fellow OBHC employees (1 Pet. 3:8).
- D. In a spirit of Christian unity, coordinate with all parties involved for an admission date, time and other necessary placement arrangements (Jn. 17:21).
- E. Give proper oversight to the placement process to ensure a positive placement to the new resident, working to equip and build up the resident and staff involved (Eph. 4:12).
- F. Help OBHC "submit to the governing authorities" (Rom. 13:1, HCSB) and be "above reproach" by taking responsibility (1 Tim. 3:2, HCSB) for the documentation of an admission assessment on each new placement in accordance with current licensing standards and OBHC requirements:
  - i. Admission assessment must be completed, resident's file put together and filing checklist completed within 30 days of admission. (Admission Assessment, Service Slip and Pictures of resident will be sent to the Home Office during this 30-day period.)
  - ii. Medical Examination must be obtained 60 days prior to admission or 30 days following admission.

- iii. Individualized Initial Plan of Care must be completed, signed, dated and filed within 30 days of admission. Every effort should be made to make sure the parent/guardian attend the Plan of Care meeting. Reason for non-participation of parent/guardian should be documented in the Plan of Care. Each resident's Plan of Care will be reviewed at the 90 days and at least every 6 months.
- iv. Social Updates are to be completed and filed within 30 days after assessment is done.
- v. Quarterly Reports are due every three months for DHS children after their admission date. The quarterly report must be completed and submitted to the primary DHS worker within ten days of each quarter.
- vi. Discharge Summary/Dismissal Papers will be completed with 30 days of dismissal. Discharge Summary will be sent to the Home Office within 30 days. Discharge Summary will be sent to DHS worker within 30 days (if applicable).
- G. Responsible for maintaining all necessary written documentation required (i.e. birth certificate, Social Security card, immunization record, medical card, school records, psychological evaluations, custody papers, divorce decree, etc.) for the protection of the child and OBHC (Ps. 116:6).
- H. Responsible to secure health care resources through family, DHS or other sources in order to care for residents' well-being (1 Tim. 5:8).
- I. Responsible to strive for excellence by receiving no deficiency marks on file reviews from DHS/OCCY (2 Cor. 8:7).

### **3. Develops Godly Relationships with Residents, Families, and Service Providers**

*"I give you a new command: Love one another. Just as I have loved you, you must also love one another." John 13:34, HCSB*

- A. Builds appropriate spiritual relationships with each child and responds accordingly to their needs and interests (Mk. 10:14). In the OBHC Student Opinion Survey, 88.10% of children reported, "I am taking personal steps to grow in the Lord."
- B. Responsible to coordinate and connect the child to various aspect of the campus programs, cottage life, family contacts, school experience and church participation for a well-rounded placement experience while meeting the objectives of the OBHC commitment to quality Christian childcare. Treat the child as a welcome gift from the Lord (Ps. 127:3).
- C. Humbly and empathetically develop and maintain a Christ-like, harmonious relationship with resident's parent(s), and/or other relatives, or managing conservators, along with service providers such as schools, doctors and counselors in order to accomplish the goals of the Plan of Care and glorify the Lord (Rom. 12:15-18). According to the OBHC Student Opinion Survey, 82.76% of children reported, "OBHC encourages and provides opportunities for my family visitation."

- D. Lovingly and respectfully advocate for the needs of children in all areas of their life (Isa. 1:17). Seth, age 12, at Boys Ranch Town said, “My caseworker takes care of stuff.” Torren, age 18, at Boys Ranch Town said, “My caseworker gets stuff done.”
- E. Lovingly and respectfully provide immediate notification to the appropriate parent, family and/or conservator concerning any serious illness, accident, or hospitalization of an OBHC resident. Torren, age 18, at Boys Ranch Town said, “My caseworker keeps my parents updated.”
- F. Provide encouragement, relevant childcare information and assistance in building healthy relationships with the children in care. Torren, age 18, at Boys Ranch Town said, “My caseworker is there to talk to me.”
- G. Recognizing the child’s need for many godly relationships, coordinate weekly meetings with each child assigned to the caseload and include other direct care staff as needed (Prov. 15:22).
- H. Help children modify their acts by being responsible to assist and mediate between children and staff concerning problems that arise that cannot be resolved by houseparents, which also includes first stage of the grievance procedure (Prov. 20:11). In the OBHC Student Opinion Survey, 92.86% of children reported, “I know I can count on my OBHC caseworker to help me.”

**4. Responsible for Reporting to Campus Administrator with Christ-Like Submission.**

*“Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist are instituted by God.” Romans 13:1, HCSB*

**5. Demonstrates Christ-like Interpersonal Skills**

*“Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel”  
Philippians 1:27, HCSB*

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation utilizing the D.I.S.C. profile as a guide for this confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff while utilizing D.I.S.C. to better understand who they are and how to communicate to them (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).

- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
  - F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).
- 6. Case Management** *“For even the Son of Man did not come to be served, but to serve, and to give His life—a ransom for many.” Mark 10:45, HCSB*
- A. The Caseworker is responsible for an individualized Plan of Care that addresses the child’s global and specific needs and reflects OBHC’s commitment to developing a Christian treatment plan, trusting the Lord to bless diligent planning (Prov. 21:5).
  - B. Supervise the implementation of the Plan of Care that will address those needs and will establish both short and long-term goals for the child and, if possible, the family unit, knowing the importance of planning for “noble deeds” (Is. 32:8). The OBHC Student Opinion Survey reports that 91.38% of children feel like they “have been involved in the development of [their] Plan of Care goals.”
  - C. Monitor the general health of the children in care and assist Houseparents in providing appropriate professional medical, dental, mental and optometry care in a timely and responsible manner, recognizing the call to care for children (Jas. 1:27).
  - D. Respect the confidentiality of information concerning the resident’s (or the family’s) physical, mental and social background, practicing the discipline of a controlled tongue (Jas. 1:26).
  - E. Keep timely, accurate and consistent documentation in accordance with DHS licensing requirements and OBHC procedures, concerning contacts with the family, medical information, serious discipline incidents, progress reports, school records and any other significant incidents of the children for the sake of glorifying the Lord stewardship of children and OBHC (Eph. 2:10).
  - F. Coordinate the timely renewal of each resident’s individualized Plan of Care, trusting the Lord to establish each step (Prov. 16:9).
  - G. Maintain up-to-date case narratives and documentation of contacts with the child, other staff, school personnel, family members, psychologists, physicians and other pertinent resources, ensuring proper accountability in being “the fragrance of Christ” with each interaction (2 Cor. 2:15).
  - H. Develop discharge recommendations as necessary when the best interest of the child is under consideration and ensure that all licensure standards have been met, keeping the eternal value of the child in mind (Ps. 139:13-14).
    - i. Coordinate and implement details of the discharge plan for the most efficient transition for the child and the new placement.
    - ii. Makes information concerning OBHC after care programs available to residents and families.

- I. Implement after care program according to OBHC policies and procedures, knowing that “without revelation people run wild, but one who listens to instruction will be happy” (Prov. 29:18, HCSB).

**7. Honor God’s Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained** *“Honor the LORD with your possessions” Proverbs 3:9a, HCSB*

- A. Follow campus/office procedures in regard to maintenance, cleanliness and general upkeep of assigned vehicles, treating each item as a gift from the Lord (Jas. 1:17).
- B. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to campus/office vehicles as per campus/office procedures to the administration (Prov. 28:18).
- C. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up (Gal. 6:4, 5).
- D. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

**8. Additional Responsibilities**

*“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, HCSB*

- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Practicing humility and self-sacrifice, caseworkers are on call at all times, as needs arise as per OBHC policy (Phil. 2:3). These needs include:
  - i. Being responsible for required direct care coverage at all times, which includes direct care responsibilities and operation of a cottage (becoming houseparent in times of illness, emergency situations and direct care vacancies).
  - ii. Assisting in the supervision and coordination of activities, both on and off campus activities and any other events or activities that involve children and staff.
  - iii. Being responsible to cover the on-call pager when needed.
- E. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- F. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- G. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items (Prov. 21:20).

- H. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- I. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- J. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).