



Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: OBHC exists to show and share the love of Christ to children and their families.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

Foster Care Ministry Caseworker

Job Description Summary: The Foster Care Ministry Caseworker (FCM 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.

The FCM Caseworker will work to provide all aspects or elements of casework services, e.g., assessment, individualized service planning, case planning/reviews, child-family engagement, referrals, and case conferences. Under the direction of the Program Director, the FCM Caseworker defines short- and long-term needs and helps set goals for birth families, children, foster and adoptive families, monitors the child's adjustment to foster and adoptive parents, serves as an advocate for children and families, and provides access to resources and support services. The FCM will also assist with communicating with Oklahoma Southern Baptist Churches about the goals and various aspects of the Foster Care Ministry.

This position is full-time and exempt from overtime, with some evening and weekend work required. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, health reimbursement account, 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*' and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Home Office, Oklahoma City

Reports to: The FCM Caseworker reports to the Director of Foster Care Ministry.

Supervises: The FCM Caseworker does not supervise anyone.

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. (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 Minimum Requirements: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. Bachelor's degree in social work preferred, or bachelor's degree in behavioral or social science or a related field.
2. One year of experience in children's or family services.

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, work heartily, as for the Lord and not for men.” Colossians 3:23, ESV*

1. **Responsible for Reporting to Director of Foster Care Ministry with Christ-Like Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*
 - A. In a spirit of humility, the FCM Caseworker is responsible to and under the supervision of the Director of Foster Care Ministry for recruitment, certification, training, and casework aspects of Foster Care Ministry (Prov. 25:6).
 - B. In the absence of the Director of Foster Care Ministry, the FCM Caseworker is responsible to the Director of Staff Equipping and Outcomes of OBHC for pertinent information concerning general Foster Care Ministry operations, serious incidents and other factors and circumstances that involve safety and well-being of staff and children in care (Tit. 3:1).
 - C. Daily check work related email and phone calls and promptly return calls the same day.

- D. While in the office, greet donors and guests promptly. Willingly help carry in any donations that arrive at the office and exhibit a spirit of servanthood.

2. General Job Duties/Expectations:

- A. Must possess ability to understand and comply with OHS Child Placing Agency requirements and OBHC policy and program procedures.
- B. Must comply with the requirements of the Indian Child Welfare Act for placement of Native American children; meets OHS requirements for placing children with special needs.
- C. Must complete home study training through Oklahoma Human Services and attend required 6 hours OHS training annually regarding the completion of home studies and additional training as required by Oklahoma Baptist Homes for Children.
- D. Complete home assessments for perspective adoptive, foster, and kinship families with the safety and well-being of the child(ren) as the primary concern.
- E. Complete all paperwork within the required time frame of 30 days
- F. Sign home assessment and agreements with foster families.
- G. Responsible for conducting all placements with foster families.
- H. Develop, communicate, and implement an individualized service plan which responds to identified needs of each child, birth parent, and adoptive family.
- I. Being available by phone to foster families on your case load.
- J. Minimum once a month visit to foster homes.
- K. Responsible for creating court reports for juvenile cases and attending all court hearings.
- L. Supporting foster families by being present for all additional meetings (i.e. case reviews, team meetings).
- M. Maintain positive communication with Oklahoma Human Services
- N. Completing yearly reassessments for adoptive, foster, and kinship families.
- O. Assisting foster and adoptive families with obtaining yearly training (12 hours of annual training).
- P. Keep family files, child files, and database accurate and up to date.
- Q. Engages birth parent, foster and adoptive family in setting goals, establishing priorities and implementing plans; counsels, birth parents and adoptive families and makes community referrals as appropriate.
- R. Tracks progress toward desired outcomes.
- S. Maintains and ensures security and confidentiality of all client records.
- T. Actively participates in seminars, staffing meetings, educational opportunities, and other agency activities to support and educate OBHC clients and community.
- U. Participates in ongoing mediation, communication and information exchange between clients served.
- V. Represent OBHC in sharing about the various ministries of OBHC by speaking in churches, with OHS representatives, and other partner agencies throughout the State of Oklahoma.

- W. Attends continuing education and professional development activities in accordance with OHS agency licensing requirements.

3. Skills And Abilities

- A. Present exceptional customer service with high expectations for quality of service.
- B. Ability to communicate thoughts and concerns clearly, both orally and in written form.
- C. Willing to serve the entire State of Oklahoma.
- D. Must exercise discretion and maintain confidentiality.
- E. Tolerance to work under adverse conditions.
- F. Open to learning and willing to use new skills and information, receptive to constructive criticism.
- G. Work independently, and as a team member, without constant supervision.
- H. Maintain willingness to work flexible hours in order to meet the needs of the agency and the clients served.
- I. Organized and detailed with a high level of initiative, good judgment, effort, and a commitment to complete assignments efficiently and effectively in a timely manner as directed.
- J. Ability to use standard office equipment.
- K. Proficient in Microsoft Word and Excel with the ability to learn additional software.
- L. Speak to large and small groups of people about the various ministries of OBHC.
- M. Capable of lifting heavy objects of up to 35 pounds.

4. Demonstrates Christ-like Interpersonal Skills

“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel.” Philippians 1:27, ESV

- 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).

2. Honor God's Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained *"So then each of us will give an account of himself to God." Romans 14:12 ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Prov. 28:18).
- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).
- C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

3. Additional Responsibilities

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

- 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. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on campus/in office (Rom. 12:10).
- F. Make prayerful and wise financial decisions on purchases approved by the administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. 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).