
Helping children. Providing homes. Supporting families. **Bringing Hope.**

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.

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.

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. Boys Ranch Town caseworkers live on campus. Caseworkers will be on call one week out of the month to respond to after hour's crisis with the boys. These times include when a boy needs to go to the doctor or emergency room. The houseparents may need assistance in dealing with a boy that is having defiant or other emotional issues. Caseworkers may occasionally need to go into the cottages and provide direct care supervision. Living on campus is needed to handle this situation in a moment's notice. Caseworkers will also need to be available to assist with many after hour issues that arise, even if it is not their week to be on call.

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: Boys Ranch Town, Edmond, OK

Reports To: Campus Assistant Administrator

SPIRITUAL QUALIFICATIONS

"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.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
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 and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

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.

QUALIFICATIONS

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

KEY RESPONSIBILITIES

"Whatever you do, work heartily, as for the Lord and not for men" Colossians 3:23, ESV

The Caseworker at Boys Ranch Town will:

1. Provide Appropriate Response to Referrals and Manage the Intake Process

- a. Be responsible to review vacancies and seek appropriate placements for the vacancy.
 - i. Maintain no more than three days between the dismissals of one resident to the intake of another, displaying initiative
 - ii. Diligently document the progress of the intakes on the Room to Care form
- b. Maintain current and appropriate contacts and resources to initiate referrals for potential placement
- c. Be responsible for the development and implementation of the overall intake and process of applicants
- d. Be available to take initial inquiries concerning potential residents and circumstances, knowing the importance of immediacy. 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
- f. Conduct initial interviews with prospective clients and their family or guardian in an expedient manner
- g. Be responsible to present an organized and succinct summary of the applicant's information with a placement recommendation to the Assistant Administrator
- h. 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. Provide Appropriate Admissions and Oversight to Placement

- a. 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.
- b. Request, identify and coordinate the acquisition of data to build a complete, pertinent and accurate and trustworthy file on the applicants to present to the cottage team
- c. Coordinate with the cottage team, assistant administrator and family to establish a timely interview appointment
- d. Coordinate with all parties involved for an admission date, time, and other necessary placement arrangements
- e. Give proper oversight to the placement process to ensure a positive placement to the new resident

- f. Take responsibility 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. Maintain 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.)
- h. Secure health care resources through family, DHS, or other sources
- i. Strive for excellence by receiving no deficiency marks on file reviews from DHS/OCCY

3. Develop Godly Relationships with Residents, Families, and Service Providers

- a. Build appropriate spiritual relationships with each child and responds accordingly to their needs and interests
- b. 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.
- c. 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
- d. Advocate for the needs of children in all areas of their life
- e. Provide immediate notification to the appropriate parent, family and/or conservator concerning any serious illness, accident, or hospitalization of an OBHC resident
- f. Provide encouragement, relevant childcare information, and assistance in building healthy relationships with the children in care.
- g. Coordinate weekly meetings with each child assigned to the caseload and include other direct care staff as needed.
- h. 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.

4. Be Responsible for Case Management

- a. Be 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
- b. Supervise the implementation of the Student Success Plan that will address those needs and will establish both short and long-term goals for the child and, if possible, the family unit.
- 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.

- d. Respect the confidentiality of information concerning the resident's (or the family's) physical, mental and social background.
- 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.
- f. Coordinate the timely renewal of each resident's individualized Student Success Plan.
- 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.
- 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.
 - i. Coordinate and implement details of the discharge plan for the most efficient transition for the child and the new placement.
 - ii. Make information concerning OBHC after care programs available to residents and families.
- i. Implement after care program according to OBHC policies and procedures.

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Keep OBHC Property and Vehicles Clean and Well Maintained
2. Report all damage and accidents to the administration.
3. Keep allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained.
4. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Become familiar with and adhere to OBHC Policy, OBHC Procedures and OKDHS Licensing Standards.
2. Will attend all staff meetings and trainings.
3. Will obtain the required number of hours of professional development courses annually as required by licensing.
4. Dress modestly, appropriate to activities and office standards.
5. Be punctual and adhere to assigned hours.
6. Request time off in advance.
7. Represent OBHC at public events when requested.
8. Use OBHC credit card responsibly, with approval and timely documentation.
9. Meet all OBHC policy qualifications unless otherwise noted.
10. Model Christ-like behavior in words and actions with staff, donors, Board members, volunteers, residents, and families.
11. Practice Christ-like confrontation when needed, starting one-on-one, with humility and awareness of diverse communication styles and perspectives.
12. Use biblical conflict resolution, beginning with personal accountability.
13. Pursue fellowship and community with staff.
14. Respond to staff's emotional and personal needs with love and prayer.
15. Complete other tasks as assigned by supervisor.