

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 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 childcare'** and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Baptist Home for Girls, Madill, Oklahoma

Reports To: The Campus Executive Director

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

KEY RESPONSIBILITIES

1. Referrals and Intake Process

- a. Review vacancies and identify appropriate placements, ensuring no more than three days between a resident's departure and a new intake.
- b. Document intake progress on the Room to Care form.
- c. Maintain updated referral contacts and resources.
- d. Manage the full intake process, including receiving inquiries, gathering initial information, and answering questions about OBHC services and availability.
- e. Provide alternative placement recommendations when OBHC is not an appropriate option.
- f. Conduct timely interviews with prospective residents and their families or guardians.
- g. Prepare a clear, concise applicant summary with placement recommendations for the Administrator.
- h. Notify families promptly regarding referral decisions.
- i. Coordinate admission scheduling with the client, family, and cottage staff.
- j. When necessary, arrange placement alternatives with other OBHC campuses, HPCs, maternity homes, or outside agencies.
- k. Respond appropriately to referrals from other campuses and partner programs.

2. Admissions and Placement Oversight

- a. Collaborate with administration and cottage staff to develop and apply criteria for evaluating prospective placements.
- b. Collect and organize all necessary applicant data to ensure a complete and accurate file.
- c. Coordinate interview appointments with the cottage team, assistant director, and family.
- d. Arrange admission logistics, including scheduling and required documentation.
- e. Oversee the placement process to support a successful transition for new residents.
- f. Complete admission assessments in compliance with licensing standards and OBHC requirements.
- g. Maintain required documentation (e.g., birth certificate, Social Security card, medical and school records, legal paperwork).
- h. Secure necessary healthcare resources through family, DHS, or other providers.
- i. Consistently meet expectations for DHS/OCCY file reviews with no deficiencies.

3. Relationship Development with Residents, Families, and Service Providers

- a. Build appropriate spiritual relationships with each child, responding to their needs and interests.
- b. Support resident involvement in campus programs, cottage life, family engagement, school activities, and church participation.
- c. Maintain Christ-like, respectful relationships with residents' families, guardians, and service providers (e.g., schools, healthcare professionals, counselors).
- d. Advocate for children's needs across all areas of life.
- e. Immediately notify families or conservators of any serious illness, accident, or hospitalization.
- f. Provide encouragement and guidance to help families build healthy relationships with their children.
- g. Conduct weekly meetings with each assigned resident, involving direct care staff as needed.
- h. Assist in resolving conflicts between children and staff when issues cannot be resolved at the cottage level.

4. Resident Case Management

- a. Oversee and implement each resident's individualized Service Plan.
- b. Monitor children's overall health and coordinate timely medical, dental, mental health, and vision care in partnership with Houseparents.
- c. Protect all confidential information related to residents and their families.
- d. Maintain accurate, timely documentation in compliance with licensing and OBHC standards, including family contacts, medical information, discipline reports, progress updates, and significant incidents.

- e. Ensure timely renewal of each resident's Service Plan.
- f. Keep current case narratives and documentation of all interactions with residents, families, staff, schools, and service providers.
- g. Develop discharge recommendations based on the child's best interests and ensure compliance with all licensing requirements.
- h. Implement aftercare services in accordance with OBHC policies.

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