



**Position:** Human Services Professional  
**Scope of Position:** Serve as the HSP for three foster homes located in Georgia.  
**Reports to:** HSP Supervisor

**Responsibilities:**

1. Manage Cases of Children
  - a. Review documentation from all providers to ensure child's needs are being met
  - b. Develop comprehensive plan for services offered to each child that is used to track progress
  - c. Identify appropriate interventions and alternative placements if necessary
  - d. Correspond with collateral contacts (doctors, therapists, DFCS workers, schools, health insurance providers BCBS/Medicaid, social security office, vital records)
  - e. Work alongside house parents and the children's custody holders/biological families to work to give our children permanency
2. Onboarding new children into the home
  - a. Review intake information and determine fit with the particular home and parents
  - b. Write assessment plan and initial service plan
  - c. Ensure child has correct assessments within 30 days of placement
3. Act as a liaison between our program and the juvenile court system
  - a. testify in court, meet custody holders, strategize with our legal counsel, Coordinate with child advocates
  - b. Participate in panel reviews
  - c. Maintain copies of court orders in child's record.
4. Be on call to respond to mental health crises or serious incidents.
  - a. Travel to home as needed to fully assess specific child's needs when issues arise.
5. Support the Home and Serve the House Parents
  - a. Comprehensive knowledge of our policy and procedures manual to assist parents in each compliance.
  - b. Be in homes a minimum twice a month
  - c. Be an advocate and sounding board, accessible to parents
6. Licensing
  - a. Ensure all of the licensing requirements have been met for that year (fire, health, safety and automobile inspections).
  - b. Conduct monthly audits of each home's entire records (child files, personnel files, facility records).
  - c. Participate in an impromptu site visit from a Licensing Consultant from the Office of Residential Childcare.
7. Continue to develop as a professional
  - a. Act in a professional manner with knowledge in multiple aspects of child care (legal, clinical, child development, mental health)
  - b. Obtain appropriate training and continuing education
  - c. Assist the Training Coordinator in executing the houseparent trainings and retreats.
  - d. Attend and participate in weekly HSP meetings
8. Represent and promote WinShape Homes at all times in day-to-day activities
  - a. Give tours, host retreats, participate in judges panels, host lunches
  - b. Behave in a professional manner at all times
9. Performs other duties and tasks as assigned by the Senior Director of WinShape Homes and Case Manager Supervisor

**Requirements:**

- Bachelor's degree in social work, psychology, education counseling or related field. Master's degree preferred.
- Minimum of two years' experience in the field of social work.
- Demonstrated effective interpersonal skills including the ability to relate well to adults, children, and government officials.
- Demonstrated ability to deal with difficult situations effectively.
- Requires domestic travel to assigned foster homes.
- Requires regular office hours when not traveling (8:30 to 5 p.m., Monday through Friday); Position is based in Atlanta.
- Requires flexibility to respond to urgent situations in the evenings and on weekends when necessary.
- Agrees with WinShape Homes' Mission and Values.

**FLSA Status: Exempt**