



OPPORTUNITY

Job Title: PERSONAL AGENT - FAMILY SERVICES

Job Summary: The Personal Agent within the Family Services Department coordinates supports and services to children/adults residing in Community Living Services Foster Home settings as well as children living with their biological/adoptive families. The Personal Agent focuses efforts on connecting the children/adults supported to networks of family, friends, and meaningful relationships, and develops strategies to coordinate the individual's personal resources with entitlements and special programs. The Personal Agent in the Family Services Department works with family members and or significant others to insure permanency planning is completed on behalf of the children in foster care with CLS. The Personal Agent in the Family Services Department also works very closely with the foster children's assigned Department of Human Services Worker (formerly FIA) to coordinate foster care services and supports. The Personal Agent in the Family Services Department provides these services while adhering to Person Centered Planning and Self Determination principles, the Michigan Mental Health Code, Detroit Wayne County Community Mental Health Agency and the Department of Human Services requirements and the professional code of ethics.

Reporting Relationship: Reports to the Family Services Director

Duties and Responsibilities:

The Personal Agent in the Family Services Department is responsible for the following:

- In collaboration with the child/adult and their circle members, completing pre-planning activities along with the development and implementation of the Initial Foster Care outline (if a foster child), Annual Personal Plan as well as all addendums, quarterly reviews to the plan (if a foster child) and annual social assessments.
- Assists the families, along with the children and adults, in building circles of advocates, friends, family involvement, and identification of dreams as well as strategies to fully develop dreams.
- Works collaboratively and cooperatively with CLS employees both within and outside the Personal Supports and Services Department as well as the Family Services Department.
- Works collaboratively and cooperatively with the foster children's Department of Human Services worker and CLS foster parents.
- Meets performance requirements related to job duties and service delivery by completing monthly visits with each child in foster care as well as making monthly visits to their schools, completing visits with children, living with their families, at a frequency based upon the needs of the child and the family.
- Completing all documentation with a high degree of quality and in a timely manner consistent with CLS agency requirements, Department of Human Services licensing requirements and other external funding sources.
- Assists with the CLS foster child's placement into an appropriate school setting and participates in school meetings as well as the annual IEPC.
- Monitors the status of the foster home each month and reports all issues of concern regarding licensing to the Family Services Specialist.
- Assists the child/family in accessing entitlements such as Social Security, Family Support Subsidy, Children's Specialized HealthCare Services, Adoption Subsidy, Children's Waiver, and Home Help.

Administrative:

The Personal Agent in the Family Services Department is also responsible for the following:

- Using laptop computers and data base programs to complete all documentation
- Accessing CLS voicemail, business cell phone, standard mail and email on a daily basis.
- Completes required reports and summaries of services for funding sources and licensing sources as needed.
- Completes a minimum of 24 hours of child-specific professional skill development training each fiscal year.

Qualifications and Requirements:



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Education:

- Minimum of a Bachelor's degree from an accredited college or university with a major in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences.
- Current, valid licensure as a Limited License Bachelor Social Worker (LLBSW), or Social Worker (LBSW) with the State of Michigan.

Experience:

- Minimum of one year of experience working with/supporting individuals with development disabilities (will consider related social work field practicum).
- An understanding of and background applying the principles of Person Centered Planning.
- Experience working in the foster care and/or adoption system, preferred.

Physical Demands:

- Extensive scheduled and non-scheduled local travel is an essential function of this position. Employees are expected to provide their own transportation. Maintenance of a valid driver's license, an acceptable driving record, and vehicle insurance in compliance with State requirements are all continuing conditions of employment. If you must provide alternative forms of transportation, you are responsible for assuring that the alternative form of transportation complies with these directives.
- Physical tasks are minimal as this is essentially a professional field position
- Flexibility in scheduling is a must
- Ability to be available in the office as well as in the field is necessary in order to complete other essential duties and responsibilities.

Special Requirements:

Must be able to participate in the following and have no citations:

- Criminal background and Michigan Sex Offender Registry checks
- Protective Service Clearance through the Department of Human Services

Training:

- Sixteen hours of orientation prior to assumption of job duties as Personal Agent within the Family Services Department.
- Fourteen hours of training related to his/her current position within the first year of working as a Personal Agent with the Family Services Department. The above mentioned orientation and training must include all of the following:
 - Characteristics and needs of children and families served by CLS.
 - Requirements of applicable statutes relating to services that CLS provides that are subject to licensing rules.
 - CLS expectations for the Personal Agents to facilitate and supervise the care of children and to work with families that are served by CLS.
 - CLS expectations for the Personal Agent's role and responsibility with foster parents and other persons who provide care or services to children and families served by CLS.
 - CLS expectations for developing, maintaining, and reviewing initial and updated service plans for children and families served by CLS.
- Must achieve and maintain Child Mental Health Professional (CMHP) status, including completion of a minimum of 24 hours of professional training, directly related to working with infants, children and adolescents.

Submit Resumes to:

Community Living Services – Human Resources Dept.

35425 Michigan Ave. W. – Wayne, MI 48184 **FAX: 734-467-7636**

CLOSING DATE: _____