



**Casework Supervisor
Home Study and Post Release Services (HSPRS) for Unaccompanied Children
(Kentucky)**

Introduction

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of nine national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. KRM also has offices in Lexington and Covington, Kentucky.

In addition to refugees, KRM serves Afghan, Ukrainian and Cuban parolees, and individuals from various countries who have been approved for, or are applying for, asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for immigrants preparing to apply for U.S. citizenship. KRM's immigration legal services offices include six full-time immigration attorneys, who provide services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

KRM staff do not engage in any religious messaging in connection to delivery of client services.

HSPRS Program Summary

Through funding from the Office of Refugee Resettlement (ORR) and administration on the national level by CWS, KRM provides services to unaccompanied children (UC) through the Home Study (HS) and Post Release Service (PRS) program. UC, primarily from Central America, are recently arrived to the US and released from federal custody to a sponsor, typically a family member or friend, and may require additional support once in the community to access resources and ensure stability of the placement and their safety. KRM also provides home study services to those children in ORR care when assessment of the proposed placement is warranted to ensure the sponsor can provide a safe and stable home and ensure the UC's well-being.

Casework Supervisor Position Summary

The Casework Supervisor (Level 2 & 3) will provide programmatic oversight and direct supervision of Level 2 and 3 Caseworkers providing Home Study and post-reunification support to unaccompanied children and their sponsors. The Casework Supervisor provides weekly supervision, technical assistance and training to staff. The Casework Supervisor ensures provision of trauma-informed, strengths-based services that support the safety and

stabilization and access to resources of unaccompanied children and their families. The Casework Supervisor works collaboratively with the CWS national HSPRS team to coordinate case acceptance, training and technical assistance, and submit reports, as needed.

Essential Duties

Program management

- Provide clinical oversight of intensive case management, crisis intervention, family preservation and interdisciplinary coordination on complex situations
- Ensure compliance with Policy and Procedure in accordance with Cooperative Agreement for the delivery of the Home Study and Post Release Service program in a uniform manner
- Elevate the visibility of the HSPRS program within the office and local community to increase access to supportive services for unaccompanied children
- Conduct outreach and education among local service providers and systems (CPS, for example) to improve awareness and understanding of challenges facing unaccompanied children
- Support the transition of the HSPRS program from national to local implementation
- Work collaboratively with the national network of HSPRS providers to pilot PRS Expansion service model
- Monitor for program compliance and timeliness of deliverables; address deficiencies in a timely manner
- Ensure thorough assessment of potential placements and completion of home studies within 10 business days.
- Review and approve all PRS reports in a timely manner and ensures quality of care to unaccompanied children and their families
- Ensure timely submission of Notices of Concern to CWS and the donor to document serious incidents involving unaccompanied minors
- Provide data to national HSPRS team for quarterly and annual reporting to the donor
- Prepare for on-site and desktop monitoring by CWS national HSPRS team and ORR per request from National Team
- Work collaboratively with national HSPRS team to create and implement continuous quality improvement initiatives
- Participate in network meetings and activities with the national HSPRS team

People Management

- Provide oversight of caseworkers and case specialists providing service to unaccompanied children
- Participate, in coordination with KRM management staff, in timely recruitment and onboarding of highly-qualified direct service staff positions
- Support the onboarding of new staff and works in collaboration with the National team
- Ensure staff meet donor requirements and satisfactory completion of pre-service training requirements in accordance with Cooperative Agreement

- Promote staff safety and well-being and participate in creating standard operating procedures and training materials that reinforce the same
- Support staff in responding appropriately to crisis situations (abuse, trafficking, exploitation, etc.) that arise with children and sponsors and seek technical support as needed from HSPRS national team
- Support staff in managing required caseload to meet capacity goals. Support staff in resolving capacity issues
- Conduct Performance Management Activities

Other

- Serve as a mandated reporter and ensure reporting of suspected abuse or neglect by all staff
- Other duties as assigned

Education

Master's degree in social work, psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement. Or a bachelor's degree with at least six years of clinical employment experience in the behavioral sciences.

Experience

- A minimum of five years of post-graduate direct service experience;
- Experience conducting home studies and writing assessment reports, working with children and youth, family reunification/preservation, and/or foster care/child welfare and previous work experience with foreign born youth
- A minimum of three years of prior supervisory experience
- Prior experience networking and building relationships across organizations or programs
- Experience and comfort conducting home visits

Skills

- Superior written and verbal communication skills
- Ability to track and analyze data and adjust plans to ensure performance
- Proficient in Microsoft Office applications
- Experience using database for client record keeping
- Organized and ability to work in a fast-paced, high-pressure environment
- Ability to work in a multi-cultural environment

Special Requirements

- Licensed, or license eligible, if applicable
- Proof of COVID-19 vaccination

- Able to sit for an extended period in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- English and Spanish fluency
- Standard work hours with some evening or weekend assignments
- Ability to travel by car within a 200-mile client service radius
- Successfully pass PREA, FBI and Child Abuse and Neglect Checks
- Commitment to diversity, equity, and inclusion

Work Arrangements and Location

- KRM staff are currently required to work at least two-days a week, or 40% of scheduled hours, in-person, either in the office or the field. Remaining hours can be worked remotely. Immediate time-sensitive service requirements may require more than 40% in-office or in-person work. With further decreases in COVID-19 infection rates, more in-office and in-person services may be required on a regular basis.
- Preferred work location is in KRM's main Louisville office. Exceptional candidates may be offered the option to work out of KRM's Lexington or Northern Kentucky suboffices

Compensation and Benefits

- Exempt position with a salary range of \$58,000 to \$62,000
- Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days; employee assistance program (EAP)

To Apply

Interested applicants should reply with a résumé and cover letter to—

John Koehlinger
 Executive Director
 Kentucky Refugee Ministries
 969-B Cherokee Road
 Louisville, KY 40204
 Email: jkoehlinger@kyrm.org

Only applicants selected for an interview will be contacted. Position will remain open until filled.

Post Date: October 6, 2022