

**Overview of Job Responsibilities for
Foster Care Workers Monitoring Private Agency Cases (POS monitors)
Effective September 30, 2011**

What A Worker Will Continue To Do (per FOM 914)	What A Worker Will Not Do (Per the Modified Settlement Agreement)
<p>Coordinate case transfer with PAFC, manage caseworker assignments, and facilitate case movement through the lifecycle until closure.</p> <p>Open and manage medical assistance case in SWSS and Bridges including assignment of MHP.</p> <p>Open and modify payments when applicable.</p> <p>Maintain vital copy of vital records (i.e. birth certificate, SSN, etc.).</p> <p>Ensure that after TPR, cases are quickly and appropriately assigned an adoption worker and supervisor to pursue permanency.</p> <p>Complete the case closure process on SWSS.</p>	<p>Review and approve assessments and case plans.</p> <p>Attend court hearings unless ordered to do so by the Court.</p> <p>Enter social work contacts into SWSS-FAJ.</p> <p>Attend quarterly visits with child placing agencies.</p> <p>Attend permanency planning conferences.</p>

The purpose of this correspondence is to help define operational parameters and guide the progression of certain case management responsibilities directly to private child placing agencies. This list is not meant to be all-inclusive or to be fully representative of all functions of a foster care worker monitoring private agency cases.