

The Children's Division responsibilities include:

1. To provide well-trained, educated staff who are given the necessary support and training to carry out the job
2. To serve as the court-appointed legal custodian for the child
3. To effectively and appropriately communicate information to persons of special needs in a manner that he/she is able to understand
4. To provide the birth parent(s) with support and services and, when appropriate, guidance to other community resources, in an effort to enable them to resume their parental responsibilities or to prevent the use of foster care
5. To assist the birth parent(s) in resolution of conditions or problems which prevent returning the child home
6. To place the child in an approved foster home or licensed child care facility whichever is the least restrictive environment appropriate for that child. The foster home will be selected in view of adequacy to meet the food, shelter, clothing and emotional needs of the child
7. To ensure that foster parents are appropriately trained, provided opportunities for ongoing training and growth and care continually reevaluated
8. To identify and recruit persons who are willing to provide placement to sibling groups in an effort to maintain and preserve sibling and family connections
9. To provide the foster family or facility with sufficient background, needs and characteristics of the foster child as part of pre-placement activities
10. To develop a written case plan, with the birth parent(s) whenever possible, to provide for a timely exit from foster care; and to ensure that all team members are aware of their particular roles
11. To notify foster parents of court hearings relating to the child(ren) placed in their care so they may be heard in court. The Children's Service Worker should mail a notice of this hearing to the foster/adoptive parent no later than 14 days prior to the hearing. This notification shall be followed up with contact with the foster parent, reminding him/her of the hearing.
12. To provide the foster child, birth parent(s) and foster family with the necessary support services to accomplish goals set out in the case plan
13. To work with birth parent(s) and foster parent(s) to see that the child's emotional needs are met
14. To conduct regular staffings of the case

15. To provide the necessary medical or psychological services, evaluations, care or treatment needed by the child
16. To ensure that the child has planned regular contact with his/her birth parent(s) or provide services directed to removal or reduction of any barriers to visitation
17. To maintain regular contact with all team members according to the case plan
18. To keep all team members informed of significant changes in status of the case or individual team members
19. To provide educational opportunities in accordance with the child's potential and in accordance with RSMo 167.031; the child's educational plan is developed by the Family Support team (FST). Plans that include private/home schooling require Juvenile court approval
20. To verify that the resource family has filed a signed, written declaration of enrollment with the Recorder of Deeds stating their intent for the child to attend a home school. This verification must be documented in the child's file
21. To provide whatever supports are required by the placement providers who will "act as the parent" in the educational planning and placement for students with disabilities attending public school
22. For youth in residential facilities, the Children's Service Worker is to "act as the parent" in making educational decisions until the Department of Elementary and Secondary Education can appoint a "surrogate parent."
23. To provide opportunity for a religious experience with respect for the child's birth parent(s)' religion.
24. To take the legal steps necessary to free the child for placement in another permanent home when return to the birth parent(s) is not possible
25. To assist the foster parent in the child's return home, particularly recognizing that the foster parent may grieve the loss of the child
26. To ensure the child is protected from exploitation by the media, public or other agencies
27. Discontinue any service or intervention provided to its families if it:
 - a. Produces adverse side effects such as illness, severe emotional or physical stress, or physical damage; and/or
 - b. Is deemed unacceptable according to prevailing community standards; and/or
 - c. Is ineffective or detrimental in meeting treatment plan goals and objectives.

Adapted from the Jackson County, Missouri Children's Division Job Description for Children's Service Worker