



Job Title: Family Care Therapist

Program: Dan Fox Family Care Program

Reports to: Clinical Supervisor

Effective Date:

Job Summary: The Family Care Therapist provides in home therapeutic interventions to family and youth. The Family Care Therapist also provides assessment, placement and case management for children in FSS, foster, adoptive, respite or guardianship services. The Family Care Therapist facilitates the adjustment, positive growth, and development of the youth through a variety of services including family support, health, psychological, community, legal and educational. Foster/guardianship/kinship care and adoptive services are family based and parents are trained and supported to implement the goals and plan for each youth in care.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Therapeutic Work and Case Management
- Take the primary responsibility of the Treatment/Case Team completing the tasks including but not limited to:
 - Provide in home therapy as clinically indicated.
 - Initiate, coordinate and facilitate meetings regarding the child and family and document these meetings.
 - Oversee the team decision-making regarding the care and treatment of the child and services to the child's foster/guardian kinship family.
 - Participate in clinical consultation and group staffing.
 - Provide the families with support, information, training and problem solving with regard to service issues.
 - Maintain close working relationships with the children and families.
 - Facilitate contact between children and their biological families as appropriate.
 - Prepare intake, functional assessments, clinical assessments, crisis plans, treatment plans, incident reports, treatment plan updates and discharge plans for designated clients.
 - Provide written updates to the youth's plan as required by the Program and as youth and families make progress.
 - Coordinates the preparation of teens for emancipation, through life skills training, continuing education or vocational training and planning, work experience and career planning,
 - For in home services, maintain and review designated client's records and prepare necessary reports. Treatment plans within the first 30 days, monthly reports each month, progress notes and discharge summaries at the end of treatment.
 - For Outpatient Services, maintain and review designated client's records and prepare clinical assessments, treatment plans, progress notes and discharge summaries.
 - Identify the child's and family's acute and ongoing needs and broker or coordinate services through community resources.
 - Complete all paperwork and documentation required for authorization and billing. HSS authorization is required at 365 days of service.
 - Review foster family requests for payments and reimbursement.
 - Submit monthly stipend claim forms for families.

- Complete data collection for each placement and provide it to appropriate sources in the fashion indicated.
- Complete the process of re-licensing for program parents.
- Prepare case notes for each contact within 24 hours with the child, family or collateral.
- Consult with Family Developer and Program Director to determine appropriate placement resources.
- Provide information for external/internal case review meetings. Attend meeting as necessary.
- Other Duties as assigned by Program Director and relating to management of a child's case and/or treatment in our programs.
- Program Facilitation
 - Help to develop curriculum for and helps with facilitation of youth and parent support groups.
 - Coordinate special events for children and families in the program as assigned by the Program Director.
 - Assist in training colleagues as assigned by Program Director.
 - Participate in the coordination and presentation of parent training.
 - Assist Family Developer and Program Director in the selection of parents for the programs.
 - Provide peer consultation and case management support to other colleagues in the program as needed. Seeks and accepts reciprocal support from colleagues.
 - Actively create and maintain close working relationships with referring sources.
- Recruitment/Placement
 - Represent Youth Homes with professionalism in public relations areas.
 - Participate in community education presentations and/or program development as requested.
 - Distribute application packets to prospective parents as requested by Family Developer and Program Director.
 - Distribute applications packets to referrals sources as requested by Program Director.
 - Collect and share family data on an ongoing basis with Program Director.
 - Manage placement disruptions, coordinate search for appropriate resources, to ensure best outcomes for youth and family.
 - Conduct foster/adoptive home studies as assigned.
 - Other tasks as assigned by Clinical Supervisor or Program Director.
- Other Responsibilities
 - To follow all practice and policies of Youth Homes.
 - To operate and understand the philosophical direction of this corporation.
 - To do what is in the best interest of children.
 - To use the best possible judgment in each decision.
 - To use the best possible judgment in conjunction with all available information in making and program case decisions.
 - To perform the job detailed above independently.
 - To consult and obtain advice when necessary.
 - Promotes ethnic and cultural sensitivity in all facets of the programs.

Required Skills/Abilities:

- Good character.
- Willingness to work under challenging conditions in client's homes and at time convenient to clients.
- Commitment to mission of the agency.
- Maintain appropriate professional boundaries with clients, families, co-workers and community resources.
- Demonstrated Knowledge in:
 - Effective writing skills, editing skills, listening and communication skills
 - Foster care, adoption, kinship, guardianship and permanency
 - The child welfare system

- The juvenile justice system
- The mental health system
- Conflict resolution
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Experience with Electronic Health Record

Education and Experience:

- A Master's Degree in social work, counseling, or psychology.
- At least 2 years of experience in working with high-risk children or children and youth in foster/adoptive care and their families. An ability to relate to children and families of varied cultural and socioeconomic backgrounds.

Physical Requirements:

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

Employee Classification, Compensation and Benefits:

- This position is a Full-time, Exempt position.
- Compensation is based on range established in the Youth Homes' Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of employer funded:
 - Annual Leave, Exceptional Leave, Educational Leave.
 - Long-term Disability and Life insurance.
- Employer contributions to:
 - Health Insurance.
 - Health Savings Account
 - 401(k)
- Available access for employee funded:
 - Dependent care flex account.
 - Dental insurance coverage.
 - Vision insurance coverage

Employee Signature:

Date: