



Job Description

Treatment Manager

General Objectives: The Treatment Manager manages a mixed caseload that may include managing cases family support services, mental health services, therapeutic foster care, adoptive support services, guide homes, and supported independent living. The Treatment Manager provides assessment, placement and case management for children in foster, adoptive, respite or guardianship services. The Treatment Manager 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.

Nature and Scope of Position:

- This position reports to a Clinical Supervisor of the Dan Fox Family Care Program.
- The position performs case/treatment planning which requires regular contact with community resources including, therapists, dentists, school personnel, professional consultants, the juvenile court, birth family, foster families, child protective services, Juvenile Parole, Department of Family Services, Children's Case Management, First Health, Youth Homes, and other professionals.
- This position is on call 24 hours a day.
- This position has no direct supervisory responsibilities of other staff.
- This position must be willing to travel to communities served by the program.

Duties and Responsibilities:

- Take primary responsibility for the Treatment/Case Team completing its essential tasks, including but not limited to:
 - Initiate, coordinate and facilitate meetings regarding the child.
 - 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.
 - Meet regularly with Supervisor for clinical Supervision.
 - Participate in clinical consultation and group staffing.
 - Provide the families with support, information, training and problem solving with regard to placement issues.
 - Maintain close working relationships with the children in care.
 - Facilitate contact between children and their biological families as appropriate.
 - Provide written updates to the youth's plan as required by the Program.
 - Coordinates the preparation of teens for emancipation, through life skills training, continuing education or vocational training and planning, work experience and career planning,
 - Maintain written case records and prepares necessary reports.
 - Identify the child's and families acute and ongoing needs and broker or coordinate services through community resources.
 - Complete all paperwork and documentation required for authorization and billing.
 - 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.
 - Do 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
 - 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, coordinates search for appropriate resources, to ensure best outcomes for youth and family.
 - Conduct foster/adoptive home studies as assigned.
 - Other tasks as assigned by Program Director.

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.
- To be accountable and effectively document the clinical and social work services provided according to an individualized plan.

Requirements

- Good character.
- A minimum of a Bachelor's Degree in Human Services.

- 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.
- A Case Worker 2 must possess a master's degree in social work or counseling, have 3 years of experience and be able to provide leadership within the foster care program team or earn a master's degree while working as a Case Manager for DFFCP.
- 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
 - Interviewing skills
 - Basic computer skills (Word, Excel, Access, Outlook)
 - Pass background checks including Child Protective Service Check, Criminal Background check and Department of Motor Vehicles Check.
- Ability to lift 50 lbs as needed.
- Ability to climb stairs as needed.

Wage and Benefits

- Base salary at Grade 9 of Youth Homes' Salary Schedule.
- Employer funded leave.
 - Annual and Bonus leave.
 - Exceptional leave.
 - Educational leave.
- Employer contributions to:
 - Individual and dependent covered health insurance.
 - Long-term disability insurance for the employee.
 - Life insurance policy
 - 401(k) eligible after 12 months
- Available benefits to eligible employees.
 - Health Savings Account.
- Available access for employee funded:
 - Dependent care flex account.
 - Dental insurance coverage.
 - Vision insurance coverage

Employee Signature:

Date: