

CHILDHAVEN, INC.
JOB DESCRIPTION

JOB TITLE: Treatment Coordinator
FLSA STATUS: Non-Exempt (Hourly)
REPORT TO: Foster Care Director
HOURS: 40 hours per week typically Monday - Friday hours. 1 hour lunch.

PRIMARY DUTIES

1. Assure all state of NM licensing and certification regulations are complied with for the provision of foster care services.
2. Assure all aspects of the client's care (education, physical and mental health) are addressed from intake to discharge through aftercare.
3. Under the supervision of the Clinical Director create and implement the client's treatment plan based on the areas identified by the treatment team.
4. Work with, model and train the adults with whom the child is being placed for foster care, reunification, guardianship, or adoption.
5. Ensure that the child is participating in school, recreational activities and other culturally appropriate needs as specified in the treatment plan.
6. May be assigned the maximum number of eight (8) Treatment Foster Care children.
7. Provide annual home studies, supervision, training, and coaching to Foster Parents.
8. Serve as the leader of the treatment team, taking a wraparound approach to assure community based services are in place to care for client during treatment and after discharge.
9. Supervise and coach the foster parents on how to implement the child's treatment plan goals in the home
10. Share the on-call rotation for weekend, evening and holiday coverage.
11. Follow Childhaven policies and procedures and conduct any activities necessary for the efficient operation of Childhaven.
12. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Able to establish relationships/good rapport with children and adults
2. Possesses a strong working knowledge of child development and behavior modification techniques.
3. Strong familiarity with community services, social services delivery system and cultural diversity of San Juan County.
4. Strong written and verbal communication skills.
5. Familiarity with the DSM-V and the ability to utilize several treatment modalities depending on the needs of the client.
6. Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental disability, sexual preference, and gender identify/expression
7. Crisis management skills required: Completion of Crisis Prevention Intervention (CPI) course

QUALIFICATIONS:

- Bachelors Degree in Social work or another related human-services field and 2 years experience with this population (psychologically or emotionally disturbed and/or behaviorally disordered children) OR Masters Degree in Social work or another human-services field.
- Must pass local, state, and federal background checks (including fingerprints).
- Must have reliable transportation and ability to become a driver for Childhaven (age 25 or older with a current and valid NM Driver's License, and a clean driving record).
- Must obtain and maintain CPR/First Aid and CPI certification.
- Abide by state licensing regulations and standards, and Childhaven policies and procedures.