

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 are adapted based on client needs).
1 hour lunch. On-Call rotation.

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, assuring coping skills and safety plans are in place as needed.
10. Share the on-call rotation for weekend, evening and holiday coverage.
11. Follow supervisor's directives.
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:

- Education and experience:
 - 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).
- 24 hours approved training required per year to include trauma-informed practices.
 - Must obtain and maintain CPR/First Aid, CPI certification and Nurtured Heart Approach training.
 - Abide by state licensing regulations and standards, and Childhaven policies and procedures.

JOB DESCRIPTION – PART II

DIRECTIONS: This form lists various physical and mental requirements that enable us to describe the requirements for the position listed above.

None: Not required in this position	Occasional: Performed or encountered 1% to 33% of the work time	Regular: Performed or encountered 34% to 66% of work time	Frequent: Performed or encountered 67% to 100% of work time
1. Mobility, Climbing 2. Mobility, Crawling 3. Environmental Conditions - Dust, Smoke, Fumes 4. Environmental Conditions Outdoors – Rain, Snow, Cold, Heat:	5. Operating Office Equipment (Other than Computer) 6. Dexterity, Handling Objects 7. Dexterity, Reaching for Objects 8. Dexterity, Grasping Objects 9. Dexterity, Fingering/ Touching Objects 10. Dexterity, Ability to Feel Objects 11. Mobility, Walking 12. Mobility, Standing 13. Mobility, Bending 14. Speaking to Large Groups 15. Lifting/Carrying more than 50 Pounds 16. Environmental Conditions – Noise: 17. Environmental Conditions Indoors - Cold/Heat 18. Driving Company Vehicle 19. <i>After CPI Training: Able to handle crisis situations, de-escalate situations with child/youth</i>	20. Sitting For Long Periods 21. Using Computer 22. Using Telephone 23. Move Freely About Office 24. Visual Requirements Close-up Work 25. Visual Requirements Reading Computer Monitor 26. Visual Requirements Reading for Long Periods 27. Produce Written Documents 28. Hearing on the Telephone 29. Speaking on the Telephone 30. Speaking in Person 31. Exposure to Stressful Situations 32. In Person, Public Contact 33. Public Contact, via Phone 34. Decision-making Stress 35. Lifting/Carrying 5 Pounds 36. Lifting/Carrying 6 to 20 Pounds 37. Lifting/Carrying 21 to 30 Pounds 38. Lifting/Carrying 31 to 50 Pounds	39. Visual Requirements Overall Vision: 40. Hearing Normal Speech 41. Concentration 42. <i>After NHA Training: Able to utilize NHA with children</i>

Please list any pre-existing medical conditions that may limit your ability to perform the job requirements. If not applicable, write N/A.

SIGNATURES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position. Failure to complete these duties may result in termination or resignation.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____