CHARLES HALL YOUTH & FAMILY SERVICES
JOB DESCRIPTION

Position Title: Treatment Coordinator/Social Worker
Classification: Salaried, Exempt
Department: Program
Primary Shift: Days, some evenings and weekends
Reports to: Director of Programs
Supervisees: As assigned (i.e., interns)

SUMMARY OF FUNCTION
The treatment coordinator is responsible for case management and selected therapeutic services of assigned youth clients (maximum 10) placed in the group home setting. **Duties are devoted to the coordination of treatment services and overall case management of treatment planning for youth in residential care.** The treatment coordinator implements and oversees an individualized care plan for each resident on the worker's case load. The coordinator/social worker ensures that program implementation is consistent and in compliance with state licensing regulations, as well as organizational philosophy and practice standards. This professional serves as an advocate and resource for each youth by ensuring quality care, consistent delivery of service, and best practices.

FOUNDATIONAL ATTITUDES FOR PROFESSIONAL YOUTH CARE WORK
The staff demonstrates the following attitudes which underlie all professional work:
- accepts the moral and ethical responsibility inherent in practice
- promotes the well-being of youth in a context of respect and collaboration
- values care as essential for emotional growth, social competence, rehabilitation, and treatment
- celebrates the strengths generated from cultural and human diversity
- values individual uniqueness
- values family, community, culture and human diversity as integral to the developmental and intervention process
- believes in the potential and empowerment of youth, family and community
- advocates for the rights of youth and families
- promotes the contribution of professional child and youth care to society

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES
(20% of performance rating)

1. Supports the mission, vision and philosophy of Charles Hall Youth Services as evidenced by compliance with all organizational policies and procedures.
2. Supports all functions that attain and maintain compliance with regulatory agencies.
3. Supports and facilitates positive interaction with others as evidenced by: professional maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
4. Exhibits effective communication skills, including proper use of agency communication systems.
5. Participates in appropriate professional development programs to attain and maintain role competency.

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6. Exhibits sound stewardship by effectively managing financial resources, informational resources, and physical resources to achieve the goals and objectives of the agency.
7. Demonstrates an awareness of the cultural and socioeconomic characteristics of persons served.

**JOB SPECIFIC DUTIES AND RESPONSIBILITIES**
(60% of performance rating)

1. **Case Management:**
   - Reviews applications for resident admission with the intake team.
   - Completes intake assessments and orientation of youth into the program.
   - Facilitates weekly individual counseling and group work with youth, if possible twice weekly with group sessions.
   - Enters appointment/billing information into case management system in a timely fashion.
   - Acts as advocate for the youth on his/her case load.
   - Develops and maintains permanent records for each resident in assigned home(s).
   - Initiates all therapeutic and educational contacts required for assigned youth.
   - Develops treatment plans for and with each resident in assigned group home(s).
   - Maintains regular contact with legal custodians and others in the child’s potential support network if and when instructed by county custodians.
   - Attends court hearings and permanency plans for youth, as scheduled.

2. **Staff Support:**
   - Communicates ongoing progress of youth through weekly team meetings with respective group home and program team staff.
   - Advises and supports residential care managers (house managers) and resident life coaches on child management issues.
   - Assists in conducting interviews for direct care staff applicants in partnership with residential care managers and agency directors when asked.
   - Supervises other employees or nonemployees when tasked by the clinical supervisor or residential director (i.e., interns, direct care staff).

3. **Community Relations:**
   - Establishes and maintains positive relationships with custodians and referring agencies.
   - Actively participates in professional community-based groups on behalf of the agency.

4. **On-Call Assignment:**
   - Participates in on-call crisis intervention rotation, as assigned.
   - Responds to crisis situations within group home(s).

5. **Safety & Security:**
   - Maintains strict confidentiality standards of the agency.
   - Ensures safety and security of residents and staff by adhering to all agency program policies and procedures, risk management, and employee guidelines.
   - Promotes agency Safety Program through example and verbal encouragement of employees and residents.

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6. **Documentation & Communication:**
   - Documents resident behaviors and consequences, as appropriate.
   - Ensures daily completion of progress notes, narratives and logs.
   - Completes agency forms, as required, including incident reports, on-call forms, medication variances, etc.
   - Checks mailbox in main administration office and email on a daily basis.
   - Ensures confidentiality of residents, employees and all related documentation.

7. **Staff Development:**
   - Earns CEU’s as required for professional licensure.
   - Secures basic and advanced training in Risking Connection/Restorative Approach®, as well ESSENTIAL® and selected trainings (e.g., Collaborative Problem-Solving) recommended by supervisor and/or agency leadership.
   - Attends and maintains all required agency trainings and meetings.
   - Maintains certification in Nonviolent Crisis Prevention Intervention (CPI), Cardiopulmonary Resuscitation (CPR), and First Aid.
   - Records ongoing documentation of trainings attended and submits training log to the agency’s executive assistant for placement in personnel file.

8. **All other duties as assigned.**

**FAMILY SUPPORT WORK, ADVOCACY & EDUCATION**
(20% of performance rating)

1. Working with the family engagement specialist(s) and program team staff, the coordinator assesses client family competencies and needs; noted competencies and needs inform individualized care plan developed with/for the youth in placement.
2. Develops **Family Support Plan** to include parent education, home visitation and support services while youth is in placement; plan and services are determined in collaboration with the agency’s family engagement specialist(s).
3. Utilizes ESSENTIAL® curriculum when possible to teach parents and caregivers how to support their child’s positive growth and development.
4. Ensures case management services will include information, referrals and linkages to available community resources and crisis intervention while youth is in care at Charles Hall.
5. Develops goals and case plans collaboratively with families and/or custodians.
6. Works with family engagement specialist(s) and referral agencies/custodians to facilitate a **family transition plan** for youth in care.
7. Maintains accurate, complete, and confidential records to reflect assessment, services and outcomes related to family support work.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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While performing the duties of this job, the employee is required regularly to sit and frequently is required to reach with hands and arms. The employee is required to stand, walk, climb or balance, and may be required to stoop, kneel or crawl. The employee occasionally must lift and/or move objects weighing up to 25 pounds.

**JOB SPECIFICATIONS**

1. At least 21 years of age.
2. Minimum of a Bachelor’s degree in a behavioral science field and licensed as required by the field of practice, plus two years previous paid or unpaid work experience with children or families (or be an individual otherwise qualified and employed as a residential child care facility social service employee prior to October 1, 2019).
3. Knowledge of adolescent behavior, including individual and family dynamics.
4. Knowledge and practice in trauma-informed care.
5. Ability to balance and manage a multitude of duties and responsibilities.
6. Excellent time management and organizational skills.
7. Superior written and oral communication skills.
8. Flexibility to work varied hours, as needed to meet the needs of residents and families served.
9. Valid driver's license and proof of current vehicle insurance.
10. Successful completion of background checks and all applicable health requirements.

**ACCEPTANCE OF JOB DESCRIPTION**

I have carefully read through and understand the Treatment Coordinator/Social Worker job description provided to me by Charles Hall Youth & Family Services. I am capable of fulfilling the job requirements, as listed, and agree to abide by the rules and policies associated with this position. Furthermore, I agree to ask my supervisor if I need further clarification of job duties and responsibilities in the future.

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