

## **Bashor Children's Home Job Description**

**TITLE:** Family Services Coordinator

**EMPLOYMENT CATEGORY:** Non-exempt, full-time with regular and continuous direct contact with clients.

### **QUALIFICATIONS:**

- Bachelor's degree in social work, psychology, counseling or a related human services field. Two years related experience preferred.
- Possess valid driver's license
- Possess auto insurance if transporting youth in vehicles
- Excellent written and verbal communication skills.
- Able to pass required background checks, physical and drug screen.
- Have an understanding of and a commitment to serving a culturally diverse population.
- Have a commitment to continuous quality improvement as it relates to organizational development and service delivery.
- Have the ability to make decisions, problem-solve, and manage time effectively.
- Flexible to accommodate needs of program and client, including evenings and weekends.

### **GENERAL RESPONSIBILITIES**

- Provides care and service in a manner consistent with Bashor's treatment philosophy that is solution focused, evidenced-based, and family/client centered.
- Demonstrates the ability to locate and implement agency policy and procedure, State regulations and accreditation standards.
- Maintains current understanding of trends and practices in the field of child welfare.
- Participates in the Administrative Campus Support rotation.
- Participates on agency-wide action teams.
- Provides services related to treatment including but not limited to: pre-admission, intake, on-going care, discharge, and aftercare support.
- Completes Bashor specific assessments, treatment plans, and treatment plan reviews that are family focused, strengths based and individualized.
- Functions as a member of the program treatment team; works collaboratively with clinical staff to communicate treatment issues and needs.
- Coordinates medical and additional treatment appointments.
- Completes case documentation.
- Provides individual and family support and guidance, facilitates groups, and connects formal and informal supports in the community.
- Serves as liaison to placing agent and advocates for the child and family.

- Attends court hearings, school meetings and family/child service coordination meetings.
- Participate in parent engagement protocols.
- Manages and oversees all client records.
- Other duties as assigned by Supervisor.

**ASSIGNED PROGRAM SPECIFIC RESPONSIBILITIES:**

- Counsel families regarding community-based resources and developing skills to become effective advocates for their children.
- Develop treatment plans with input from parents.
- Implement treatment plans.
- Engage and participate in the planning of program and campus activities for families.
- Facilitate relationship building between families and public schools.
- Actively participate at student intake meeting.
- Establish an early rapport with parents and student.
- Active involvement with student, family and home school during transition back to public school.
- Flexible schedule in order to counsel/assist families during evenings and other non-school hours.