

Job description- Treatment Director- Case management

Agape Manor Home Child Placing Agency- Dallas

Send Your resume to: jacob@agapemanorhome.org or contact 972-840-8130

Primary Responsibility

Treatment Director is responsible for the overall treatment program, including clinical responsibility for the management of agency's therapeutic interventions. Treatment Director provides direction and overall management of the treatment program in accordance with the Agency and DFPS standards. Treatment Director is responsible for daily supervision, direction of all Child placing staff and placement activities. Treatment Director as part of the management team may also participates in the development and revision of Agency policies and procedures under the direction of the Governing body.

Other Duties and Responsibilities

- Coordinate and Facilitate Therapeutic Services to include Psychiatric, Psychological, Therapy and other specialized services to meet the needs of the children as outlined by the service plan.
- Ensure a preliminary service plan is developed within 72 hours for every child placed into the program.
- Ensure an admission assessment is completed for all children placed in the agency homes according to the standards.
- Ensure a Diagnostic Assessment and Service plan is developed for each child admitted to the Agency Homes
- Ensure Service Plan Review meetings are held for each child as required by the standard. Must participate in Service plan review meetings for Treatment service children. Review all treatment decisions for child care service children prior to the development of the review document.
- Ensure that the service plan is carried out in timely and effective manner.
- Ensure the Level of care of children in placement is appropriate and are reviewed as per standards. Conduct non –scheduled YFT review of LOC as needed.
- Work closely with Youth for Tomorrow (YFT) in order to meet 100 percent compliance with service system indicators at all time.
- Arrange and or provide training and in-service programs for the agency staff and Foster families as per agency's training requirements.
- Perform Quarterly supervisory monitoring visits to agency homes to ensure compliance with the standards. Conduct / approve addendums to home study as needed.
- Conduct annual assessment for each agency home and make recommendation for continued verification.
- Periodic review of child case records to insure that the documentation reflects delivery of the therapeutic services as per the child's service plan.
- Conduct periodic staffing with case managers and other child placing staff with the purpose of staff development and support. This must be documented on employee file.
- Participate in the recruitment, hiring, evaluation, corrective action planning of professional and support staff in accordance with approved personnel procedures.
- Other duties and responsibilities assigned time to time for the effective functioning and operation of the agency.

KNOWLEDGE/SKILLS/ABILITIES

- Ability to work cooperatively with community agencies and other resources
- Ability to organize work and work independently makes decisions and engenders these traits in employees.

- Ability to give positive and constructive critical performance feedback in a manner useful to employees supervised.
- Ability to make constructive use of professional supervision.
- Skills in delegating authority and responsibilities.
- Ability to design system level management information tools.
- Ability to conduct meetings, which are planned and goal-oriented.
- Ability to develop and implement program and procedures.
- Substantial knowledge of state of the art children and adolescent care literature.

Minimum Qualification

Must meet the following General requirements and Educational and Experience requirements.

General Requirements

- Behavior or health status must not present a danger to children in care.
- Must clear a DFPS Background Check. Out of State employees must be cleared of an FBI finger print check.
- Have a record of a tuberculosis screening, showing the employee is free of contagious TB.
- Be physically, mentally, and emotionally capable of performing assigned tasks and must have the skills necessary to perform assigned tasks;
- Complete a notarized Licensing Affidavit for Applicants for Employment form, as specified in Human Resources Code, §42.059.
- Be a full-time employee of the agency
- Must meet all requirements for a Child Placing Management staff.

Educational and Experience Requirements

(1) Have a master's degree in a human services field from an accredited college or university and three years of experience providing treatment services for children with an emotional disorder, including one year in a residential setting; or

(2) Be a licensed master social worker, a licensed clinical social worker, a licensed professional counselor, or a licensed marriage and family therapist, and have three years of experience providing treatment services for children with an emotional disorder, including one year in a residential setting.

Job Type: Full-time

Pay: \$50,000.00 - \$55,000.00 per year

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