

# Director of Treatment Foster Care

## SUMMARY OF POSITION

Under the direction of the Senior Director of Foster Care, responsible for ongoing program development and clinical oversight of the Treatment Foster Care program including coordinating all program activities and managing personnel, financial and daily operations related to the program. Assure that services are provided in compliance with COA, state licensing and contractual standards.

## QUALIFICATIONS

### **Program Management:**

- Establish and/or modify program policy and procedures in compliance with regulatory and accreditation standards.
- Implement policy and procedures and assure that all staff understand and follow established policy and procedure.
- Assure that the program is operated within the framework of the annual budget.
- Establish roles and responsibilities for TFC staff and coordinate a positive team approach in the delivery of service.
- Oversee the hiring and termination process for TFC staff in cooperation with the Senior Director of Foster Care and the HR team.
- Provide orientation and training to TFC staff as well as support and evaluation of staff performance either directly or through subordinate supervisors.
- Providing mentoring to help TFC staff grow professionally and ensuring training and development occurs as needed to ensure currency of skills, capabilities and growth for those desiring and capable of it.
- Monitor intake, treatment and discharge processes and have the ability to produce reports reflecting program activity as needed. Track trends and adjust programming as necessary.
- Provide ongoing program evaluation and recommendations for changes as needed to improve performance or outcomes.
- Familiarity with “Together Facing the Challenge” program model and ensuring fidelity to the model.

### **Clinical Support:**

- Provide clinical oversight to treatment plans, discharge summaries, and monthly progress notes.
- Supervise licensed clinicians, professional staff and interns.
- Provide regular clinical and administrative supervision to assigned staff
- Assure that required records and reports are maintained according to agency, licensing, billing and accrediting bodies standards.
- Provide leadership to regular clinical staffings of cases to review progress on therapeutic goals and make recommendations for continued services or discharge

- Provide individual therapy and/or family therapy to a small caseload as capacity allows

**General:**

- Work cooperatively with the senior team, HR, Finance and QI staff
- Establish and maintain cooperative relations with referral agencies and community partners.
- Responsible for clear communication of significant events to agency administration and state agency staff.
- Work with Finance team to assure services are billed accurately and timely.
- Being flexible in work hours in order to attend to crisis situations as they may arise
- Ensuring a crisis back up on call system is in place
- Attend training to enhance competencies related to job position and ensure all job required knowledge is acquired. Complete a minimum of 20 hours of training annually.
- Assure services are provided in accordance with the social teachings of the gs of the Catholic Church.

**MINIMUM REQUIREMENTS**

Master's degree in Social Work, Counseling or a related field; clinical licensure or license eligible; minimum of 3 years' experience working with at risk youth and/or youth in foster care and a minimum of 2 years' supervisory experience.

Have a working knowledge of community resources and an understanding of family systems and the impact of abuse and neglect, substance abuse, mental illness, grief and loss and trauma on children and their families.

**TO APPLY**

Submit a resume and cover letter to Abbey Ross at [aross@gsstl.org](mailto:aross@gsstl.org).