

TFC Specialist

SUMMARY OF POSITION

Under the direction of the TFC Coordinator, the TFC Specialist coordinates services to children placed in Treatment Foster Care. The specialist provides coaching to TFC families, oversees the treatment plan for children placed in the program and oversees the implementation of the treatment plans by the Treatment Foster Families and the clients placed in their home. This position requires flexibility, critical thinking skills and clinical decision-making. The specialist provides regular support and through weekly contact, 24/7 crisis support, training, and coaching to Treatment Foster Families.

QUALIFICATIONS

Major duties, responsibilities, activities, and tasks include but are not limited to:

- Maintains flexibility in the work schedule in order to meet the needs of clients, including availability of a minimum of two evenings per week.
- Shares in after hours on-call responsibilities for Treatment Foster Care.
- Complete an initial therapeutic bio-psycho-social assessment, risk and safety plan and documents diagnosis on each assigned client, as a component of the Intake Assessment, within contracted deadlines.
- Complete the Initial Treatment Plan by the 30th day of placement, ensuring input from involved team members.
- Complete monthly Treatment Plan Review documentation, including progress update information, and ensure input from involved team members.
- Prepare comprehensive transition planning throughout the program and write discharge summaries that include transition process and recommendations within 30 days of discharge.
- Provide a minimum of 1-hr weekly contact and support followed by written progress notes as appropriate on each assigned client and a minimum of twice monthly face to face contact in the treatment family home with each assigned client.
- Ensure that documentation for therapeutic services provided is submitted within established time frames. Monthly packets and monthly progress notes are to be completed by the 5th day of the following month.
- Participate in all appropriate Treatment Team Meetings by providing treatment review, input, perspective, recommendations and consultation. (e.g. Care Meetings, FSTs, TDMs)
- Participate in transition and discharge planning for clients and provide transitional TFC services as required/requested.
- Participate in continuous program/quality improvement efforts as directed by the TFC Coordinator.
- Ensure that clients' progress is charted, up-to-date and kept orderly according to compliance requirements. (e.g. Catholic Charities, Children's Division, COA, etc.)
- Coordinate all psychiatric and psychological evaluations and clinical services. When necessary, (and in cooperation with case manager) lead the arranging of psychiatric hospitalizations, monitor the hospital stay, and help prepare the team for the client's return and/or discharge.
- Maintain all confidentiality and HIPAA requirements.

- Complete incident reports for all critical incidents including hospitalization, involvement with law enforcement, elopement, physical injury, etc. and ensure that info is relayed as needed in a timely manner.
- Provide appropriate debriefing for all critical incidents.
- Serves on internal or external committees as assigned.
- Other duties as assigned.

MINIMUM REQUIREMENTS

Master's degree in counseling, Psychology, Social Work or a closely related field required and one years of experience in child welfare; or a Bachelor's degree in Psychology, Social Worker or a closely related field with at least three years' experience in child welfare.

TO APPLY

To apply, submit a resume and cover letter to Abbey Ross at aross@gstl.org.