Youth Unlimited Inc. Position Description

Position: Foster Parent Coordinator/ Case-manager-PT          Salary: $14.61 to 22.22 per hour

Reports to: Program Director          Status: Contractor

Agency Background:
YUI provides Therapeutic Foster Care (TFC) services through prior agreements with contracted agencies. We are committed to serving children and youth, girls and boys, ages 5 to 20 who are at risk of being placed in a more restrictive environment (residential care). Our agency places children with high needs in therapeutic foster care homes whose behaviors can range from substance abuse to physical aggression and sexually acting out. Other behaviors include: argumentative, poor boundaries, chronic truancy, requires a lot of structure, suicidal ideation, excessive tantrums, and poor impulse control.

This position provides oversight and support to YUI providers and the clients who are placed in their homes; assists in the recruiting and evaluation of new providers; coordinates presents and tracks YUI training of foster parents. Provides backup for 24 hour on-call duties that includes responding to crisis situations with youth.

Job Description

- Develops and maintains a service relationship with youth
- Develops a relationship with assigned foster families
- Coordinates and supervises visits with biological family
- Assists in obtaining appropriate services
- Provides crisis intervention on a 24-hour, on call basis via cell phone
- Conducts and completes a ISP for clients when assigned
- Develops and implements, and updates the Master Service Plan
- Facilitates treatment conferences according to DHS/OHA guidelines
- Coordinates psychiatric, psychological, and medical services
- Makes referrals, and acts as an advocate when necessary
- Teaches caregivers how to utilize the system to minimize psychiatric and medical symptoms of the child
- Ensures that children are in the proper educational setting
- Maintains ongoing contact with other professionals involved
• Attends all meetings that are pertinent to the foster child, family or Foster Parent
• Organization and maintenance of client information and progress notes to BRS guidelines
• Completes annual recertification for assigned foster homes in accordance with ODJFS guidelines
• Monitors foster parent training
• Develops and monitors corrective action plans for caregivers
• Assures that foster caregivers adhere to DHS/OHA requirements
• Collects and reviews caregivers’ monthly paperwork
• Notifies custodial agencies according to DHS/OHA and contract guidelines
• Participates in staff training, supervisory and staff meetings
• Maintain regular and reliable attendance

**Minimum Qualifications**

**Knowledge, Skills, and Abilities:**

• Master’s degree in a field related to behavioral health and five years full-time behavioral health experience in a clinical setting is required.
• QMHP certified
• Must speak the English language
• Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
• Knowledge of theory and practical application of empirical behavioral models
• Working knowledge of foster agency and foster parent licensing and compliance requirements.
• Knowledge of behavioral and health services system throughout Oregon.
• Knowledge of behavioral health policy rules in Oregon for Behavioral Rehabilitation Services OARs 410-170-000 to 410-170-0120, DHS Child Welfare Program OARs 413-090-0055 to 413-090-0090, and Medicaid Reimbursement OARs 309-172-0600 to 309-172-0860.
• Comprehensive knowledge of HIPPA health privacy regulations and compliance requirements per 45 CFR Part 160, 162 and 164.
• Computer literacy to include working knowledge of Microsoft Office Systems, Word and Outlook applications.
• Comprehensive knowledge of training curriculum to provide training to foster care providers.
• Ability to prepare and present high quality trainings and presentations for all key stakeholders (Government-legislatures, community based organizations, funders, foster parents).
• The ability to provide own reliable transportation for transport of self or others for business purposes (YUI provides business mileage reimbursement).

• Physical Demands (The conditions 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).

• Physical: Sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, couch, reach, and twist; to lift, carry, push, and/or pull light to moderate amount of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Ability to drive a motor vehicle.

• Emergency Safety Response: Ability to competently and safely implement verbal and physical components of Crisis Intervention training (CPI)

Legal Requirements:

• 21 years of age
• CPR, First Aid, and Oregon Intervention System Crisis Education.
• Oregon Driver’s License
• Proof of vehicle liability coverage of $100,000/$300,000 personal damage liability, and $50,000 property damage liability.
• Pass DHS Background Check