

Therapeutic Family Care Program Manager

POSITION DESCRIPTION

Responsible for the oversight of the Therapeutic Family Care Program including the recruitment and licensing of new and transferring foster homes.

KEY AREAS OF RESPONSIBILITY:

Responsible for service provision within the Therapeutic Family Care Program.

Program Management Responsibilities:

1. Coordinates intake process with DCFS and Ryther staff.
2. Contracts with foster parents and ensures that greater program team of staff and foster parents functions effectively.
3. Maintains cooperative relationships with state, federal and community agencies.
4. Promotes communication and cooperation with other programs and departments of the agency and with community resources as is necessary for the benefit of Ryther and its clients.
5. Maintain appropriate personal and professional boundaries and awareness regarding residents, families, co-workers, and community resources, etc.
6. Approach families in a manner consistent with agency and program philosophy, treatment plans, placement plans, and individual treatment programs.
7. Demonstrates a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies, and the community at large.
8. Develops with the Chief of Clinical Services, policies and procedures necessary to effectively meet the goals and objectives of the program.
9. Cooperates in the maintenance of all licensing, accreditation and contract standards and requirements.
 - Works with the Director of Operations to ensure that 100% of any corrective actions are completed on time.
10. With the Chief of Clinical Services, ensures that program goals and outcomes are achieved.
 - Complete the annual program evaluation within the established time frame.
11. Recommends for hire, supervises, and evaluates all staff of the Therapeutic Family Care Program.
 - Complete 80% of employee appraisals on time.
 - Insure 80% of staff members are compliant with required trainings.
12. Oversees the development and functioning of total team.
13. Review and ensure completion of all staff required documentation to ensure thoroughness, accuracy, and consistency in treatment.
 - Required documentation will be completed on time 80% of the time.
14. Operates the program in accordance with agency policies and procedures.
15. Seek and/or utilize feedback provided by supervisor for professional development.

Licensing Responsibilities

16. Design and implement recruitment strategies for new foster homes.
17. Interview prospective foster families to assess qualifications to provide therapeutic or traditional foster care.
18. Write home studies that offer thorough examination of each prospective foster family and evaluate family history and current status to provide a basis for matching foster children with the home.
19. Maintain accurate records of all foster home files.
20. Act as consultant and liaison for potential placements.
21. Complete and review DLR foster home packet including:
22. Checking foster home applicant's references by mail and/or phone.

23. Complete thorough interview of foster home applicant.
24. Complete foster home inspection checklist, foster parent file checklist, home study, certification form, copy of the floor plan and emergency procedures, copies of the First Aid/CPR certifications, HIV/AIDS, Bloodborne Pathogens training, PRIDE training, copies of driver's license(s) and insurance, copies of TB test(s), other applicable and necessary training.
25. Complete annual health and safety checks of foster homes per WAC guidelines.
26. Maintain case records in accordance with agency requirements.
27. Monitor foster parent compliance with Child Placing Agency Washington Administrative Codes.
28. Complete foster home investigations for issues of WAC non-compliance.

General Requirements

29. Seek and/or utilize feedback provided by supervisor for professional development.
30. Maintain all necessary credentials and complete training per agency and licensing requirements.
31. Demonstrate a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies and the community at large.
32. Performs all other duties as assigned.

ESSENTIAL REQUIREMENTS:

1. Master's Degree in Human Services plus five years of post-master's experience including supervisory responsibilities, mental health, residential treatment, foster care, administration of youth programming, and development of community based resources for youth and families.
2. 21 years of age.
3. Familiarity with Department of Social and Health Services including knowledge of foster care licensing requirements and clinical issues.
4. Be a Licensed Counselor, and preferably a Child Mental Health Professional as defined by the WAC.
5. Valid Washington state driver's license and liability insurance.
6. Ability to drive agency vehicles and have a good driving record.
7. Excellent skills in communication, supervision, budgeting, program development and accreditation.
8. Commitment to the Vision, Values and Purpose of the Agency.
9. Acceptance of a variety of lifestyles, behaviors, cultural and spiritual practices.
10. Ability to maintain awareness of culturally relevant issues while interacting with clients, families, co-workers, and community members
11. Ability to work with others in a position of responsibility.
12. Ability to exercise discretion and maintain customer and employee confidentiality.
13. Effective written and verbal communication skills.
14. Ability to complete emergent assignments within the time frame identified by the supervisor.
15. Knowledge and understanding of family-centered practice principles and strength based treatment.
16. Ability to work within the framework of a management team.

Supervisor: Chief of Clinical Services

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or the Director of Operations (extension 235) as soon as possible.

I, _____, have read this and understand this is my job description.

Signature

Date