

Job Description

Title	Family Support & Preservation Coordinator
Department / Program	Behavioral Health & Wellness Department
Reports To	Clinical Director
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried
Salary Range	\$67,000-\$72,000
Education & Experience	<ul style="list-style-type: none"> • Master's degree in social work, mental health, or related field, required • Independent licensure, with corresponding liability coverage, preferred • Minimum of five (5) years of professional experience in the mental health, child welfare, or human services fields, preferred • Trauma-informed and permanency competence
Supervisory Responsibilities	<ul style="list-style-type: none"> • Direct the day-to-day operations of the family support and preservation programming and implement programmatic and administrative policies and procedures to attain program goals and objectives.
Skills & Values Required	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> • Alignment and commitment to values, mission, model, and vision of the agency • Commitment to equity, diversity, and inclusion • Awareness of local, national, and global events, trends, and best practices in the agency's fields of expertise • Competence and confidence in building internal and external transparent, positive partnerships that will further the agency's mission • Effective written and verbal skills • Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none"> • Ability to assess, deliver, and evaluate direct service programming • Strong organizational, system building & strategic decision-making abilities

	<ul style="list-style-type: none"> • Clinical expertise and ability to assess, deliver, and evaluate trauma-informed care and adoption & permanency competence through a supportive and clinical service array, including crisis intervention. • Knowledge of and demonstrated experience with best practices and state and federal laws related to foster care, youth permanency, homelessness and housing, mental health, education and health for at-risk populations. • Data-driven and innovative leadership skills • Strong organizational, system building & strategic decision-making abilities • Attentive and supportive supervision of staff and cultivation of healthy team culture • Sound fiscal decision-making, utilizing diverse funding streams • Confident public speaking skills
Other Requirements	<ul style="list-style-type: none"> • Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006. • Compliance with I-9 verification • Must be fully vaccinated for COVID-19 • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver's license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state's minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable
Physical Requirements	<ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodations may be made to enable staff to perform the essential duties.
Duties & Responsibilities	
<p><u>Agency Core Tenets & Collaboration</u></p> <ul style="list-style-type: none"> • Maintain client confidentiality and conduct self in accordance with professional and ethical standards • Assist the agency in assessing and providing effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, mental and behavioral health literacy, and other communication needs. • Participate in agency's development and community outreach activities. 	

Leadership & Program Development

- Work in collaboration with agency administration to provide strategic leadership, development, and oversight in the delivery of individual, family and group clinical counseling as well as education, advocacy and non-clinical support services with referred clients.
- Provide oversight and supervision of DCYF-funded, trauma-specific treatment and family support home and community-based program designed to meet the unique needs of children and families involved with the foster care system.
- Ensure a menu of services are delivered to support comprehensive, holistic, and trauma-informed resources and supports to provide stability, avoid disruption, and support permanency.
- Conduct initial screening sessions utilizing motivational interviewing strategies to enhance engagement.
- Ensure teams utilize evidenced-based and evidenced-informed tools such as Child-Parent Relationship Scale, Trauma Symptom Checklist, Treatment Outcomes Package and CANS to help develop treatment plans.
- Provide support to Clinical Director in collaborating with DCYF to market, manage referrals, and ensure the program meets contract census requirements.
- Ensure programmatic models are carried out to fidelity, providing program staff with proper training and guidance related to service models.
- Provide oversight to ensure data collection and reporting for support and preservation programs, identifying needs, trends, and opportunities for program development.
- Develop and maintain program documentation and structures, including forms and manuals.
- Participate in overall quality of agency by working constructively and collaboratively with other staff members to address program and agency issue and needs.

Personnel & Finance

- Assign cases based on need(s) identified in referrals and discussed in referral teaming.
- Coordinate and facilitate regularly scheduled supervision, team meetings, and training to staff that is grounded in best practice, adoption and permanency competencies, and trauma-informed care.
- Complete administrative tasks, including but not exclusive to staffs' completion of accurate timesheets, mileage reimbursements, Purchase Requests, performance evaluations.
- Ensure after hours coverage is covered and families seeking assistance are responded to within program guidelines and expectations.
- Work with agency leadership to monitor budgets for all funding streams.
- Actively participate in individual supervision and agency/administrative meetings.

Community Partnering

- Work in partnership with DCYF staff and other community members to ensure coordinated service delivery to clients, including direct support services to child and families, as well as trainings to the community that are trauma-informed and permanency competent.
- Work with agency administration to identify, engage, support and nurture relationships with individual, corporate, foundation, 3rd party entities, and other supporters of the agency to enhance, sustain and further develop the program. Complete any/all reports to funding sources.
- Provide leadership in the community regarding adoption and foster care programs, policies, legislation and other issues that impact the well-being of client/constituent groups.

Other

- Contribute to and directly participate in additional support programming, as assigned.
- Other duties as assigned.

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Supervisor Signature

Date

Adoption Rhode Island is an equal opportunity employer.