

TREATMENT COORDINATOR

Qualifications

Minimum of a Bachelor's Degree from an accredited school in the behavioral/social services and two years experience in the area of youth services, preferably with direct experience in the area of child welfare/juvenile justice. Must demonstrate a sincere commitment and ability to advocate for troubled youth. Must currently hold a Social Worker License or be eligible for such license.

Duties

1. Reports directly to the Program Director, Regional Manager or Treatment Supervisor as assigned.
2. Performs all work in a manner consistent with the National Youth Advocate Program's Mission, Values and Philosophies. Completely understands and follows all agency policies and procedures.
3. Serves as Primary Community Support Program Worker with 50% of time spent in direct service.
4. Reviews youth intake information/case history information and interviews prospective youth whenever possible, to determine most appropriate placement.
5. Completes Diagnostic Assessment on youth where applicable.
6. Develops youth's Initial Service Plan with foster parent(s), advocate, youth referring agency case worker and significant family member within the first thirty (30) days of placement.
7. Meets with the youth weekly during the first three months of placement and thereafter every two weeks to review the youth's progress and goals of the Personal Progress Plan.
8. Meets with the foster parents weekly during the youth's first three months in placement and thereafter alternating weekly home visit and telephone contacts for consultation, support services, and a review of the youth's progress in the home.
9. Coordinates and monitors services for youth obtained in the community, including mental health, medical, educational, psychological, vocational and social services.
10. Assists in family reunification efforts with the youth's primary family or other permanent plan consistent with the Initial Service Plan, progress notes, quarterly updates and termination reports.
11. Completes Incident Reports and all other required reports, according to agency policy.
12. Assigns advocate services, when authorized, and regularly reviews the progress and status of the youth's advocate component making adjustments as necessary and appropriate.
13. Follows agency procedures for after-hours and weekend emergency coverage.

- 14. Collaborates with the foster home licensing specialists and support staff to ensure adherence to agency licensure and compliance requirements.
- 15. Serves as liaison between Youth Advocate Program and referring agency caseworkers regarding the youth's placement.
- 16. Participates in the Quality Assurance Activities of the Youth Advocate Program.
- 17. Performs other duties as requested.

The person in this position needs to follow a team concept and support both agency goals and co-workers. Employees must be able to effectively work with and be respectful and sensitive to persons from various cultures, socioeconomic, ethnic, religious and racial backgrounds.

Employee's Signature

Date

Employee's Name Printed

Date

Supervisor's Signature

Date