

POSITION DESCRIPTION

Position Description: **Treatment Foster Care Program Leader
Allen, Auglaize and Hardin Counties**

Reports To: **Program Administrator-Family Support**

DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES

I. JOB DUTIES

A. Facilitate and oversee the functions of the treatment foster care program for Allen, Auglaize and Hardin counties to include, but not limited to the following:

1. Formulate and implement policy on behalf of the PCSA.
2. Complete all activities required and requested per county to Implement, Recruit, Approve, License and Monitor treatment foster care policy and all associated programming. This includes contact requirements and timely documentation of those contacts.
3. Complete treatment plans, progress reports and discharge plans and conduct treatment team meetings as the leader of the treatment team for children/ families/ caregivers/ treatment team members as required.
4. Coordinate and monitor service delivery for treatment caregivers and children in treatment care and monitor and update treatment plans as necessary. Ideally, the Treatment Program Leader will be responsible for overseeing the case management of no more than 25 treatment-level children from the tri-county collaborative and no more than 8 treatment foster homes within the tri-county collaborative. The Treatment Program Leader has the authority to responsibly direct the other treatment team members, including casework staff, to complete tasks and activities to meet the goals outlined and established by the Treatment Program Leader.
5. Child-specific and/or targeted recruitment and tracking of treatment and family foster homes by various means and methods including but not limited to; social media blitz, public campaigns, advertising, and coordinating, planning, and hosting community awareness and orientation events with outreach materials pre-approved by the PCSA.

II. ESSENTIAL FUNCTIONS

- A. Develop, plan, implement, and monitor treatment foster care program
- B. Work in functional areas such as behavior intervention, training, crisis management, foster care licensing, advertising, and research
- C. Provides direct supervision and support to non-supervisory personnel by reviewing and overseeing casework as a treatment team leader, providing input and evaluation of caseworker knowledge, skills, and abilities as it relates to case management. As the treatment team leader, will assign work and duties to

caseworker as deemed necessary to meet the needs of assigned families and children during routine team meetings.

- D. Directly assists Administrator with administrative tasks- prepare various reports; represent, promote, and support foster care programming within the community; public relations serving as a liaison for agency.
- E. Represents administration by serving as a liaison between the agency and other interested parties (i.e., staff members, the public, foster parents, clients).
- F. Provides direct on-call services and coordinates 24-hour on call crisis intervention services as needed to treatment parents, children, youth and families.
- G. Coordinate speakers, trainings, meetings, retention and recognition events for treatment caregivers and staff.
- H. Attend conferences, workshops and trainings to obtain or maintain knowledge of current regulations.

III. ADMINISTRATIVE DUTIES

- 1. Assist in development of policies and procedures.
- 2. Compile statistics as requested.
- 3. Represent PCSA on external committees.
- 4. Attend trainings as required.
- 5. Attend staff meetings.
- 6. Complete timesheet and mileage in an accurate and timely manner.

IV. NON-ESSENTIAL DUTIES

- 1. Program progress and milestones will be discussed at monthly intervals to report progress, share information about the program/ children/ treatment families, and any barriers to success.
- 2. All contacts with families and children will be tracked with timely documentation in the SACWIS system (family and child contacts, entering inquiry/home study information,
- 3. Assessor verifications and required updates will be completed as required by DCY.
- 4. Performs other related duties as assigned.

V. QUALIFICATIONS

- A. Master's Degree in Social Work or related Master's Degree AND a minimum of 3 years of relevant paid experience within a social service setting preferred; OR Bachelor's Degree in Social Work or related Bachelor's Degree AND a minimum of 5 years of relevant paid experience within a social services setting. LISW, LSW, currently approved as an Assessor in the State of Ohio preferred, but not required.
- B. Prefer experience with behavioral needs and behavioral plans for children; Experience in a social services setting dealing with abuse and neglect; Experience in service coordination.
- C. Strong interpersonal, communication and team-building skills are required. Ability to work cooperatively with persons across disciplines, both within and outside the agency.
- D. Must be organized, articulate, flexible and dedicated to enhancing performance

and encouraging continuing education.

- E. Must have a valid Ohio Driver's License with an acceptable driving record in accordance with the agency's Driving Record Check policy and ability to provide safe, reliable transportation.

VI. KNOWLEDGE REQUIRED

- A. Agency and Ohio Department of Children and Youth policies and procedures
- B. Agency goals and objectives
- C. Ohio Department of Children and Youth monitoring and quality assurance techniques
- D. Community resources
- E. Computer systems and software, including SACWIS
- F. Social work methodology
- G. Child welfare laws and regulations; interpret and apply laws, regulations, and policies
- H. Staffing requirements including state and national standards

VII. SKILLS REQUIRED

- A. Excellent verbal, written, and interpersonal communication skills
- B. Excellent time management, behavior management, team facilitation, conflict resolution and negotiation
- C. Excellent computer skills using various software programs
- D. Knowledge of Ohio Revised Code (child abuse/neglect)
- E. Interview techniques
- F. Knowledge of Agency goals and objectives
- G. Awareness of local cultural competencies and values
- H. Training and education experience and related skills

VIII. ABILITIES

- A. Define problems, collect data, establish facts and draw valid conclusions;
- B. Prepare accurate and concise reports;
- C. Organize, prioritize and coordinate multiple tasks;
- D. Communicate effectively in written and oral form;
- E. Establish a good rapport with clients and their families; recognize unusual or threatening situations

IX. EQUIPMENT REQUIRED

- A. The employee will use common office equipment, i.e., computers, scanner, printer, copier, fax machines, projectors, recorders, etc.

Physically Demanding and Hazardous Working Conditions Inherent in this Job


Physical Demands and Hazardous Working Conditions: The physical demands and hazardous working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee may continuously repeat the same hand, arm, or finger motion many times as in typing. The position frequently requires non-stop typing on the computer. The employee must occasionally lift and/or move up to 25 pounds, such as files or boxes. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The position requires the individual to meet deadlines with time constraints and to interact with the public and other workers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will remain within the acceptable noise level range. The employee continuously is interacting with the public and staff. The employee will be required to meet multiple demands from several people.

	6/11/2024
_____ Signature of Agency Representative	Date

List titles of positions supervised. If more than eight, list totals only.
-Treatment Home Foster Care Specialist

Date Adopted: 6/11/2024
Date Revised: