

Foster Care Coordinator

Jackson Campus

General Job Summary: The Foster Care Coordinator, under the direction of the Foster Care Director, maintains an active caseload providing a comprehensive array of therapeutic and case management services to clients. Goals of the services provided by the Foster Care Coordinator include actively engaging families to become involved with the care and treatment of the client, family reunification and/or permanency and the successful achievement of identified goals set forth by Mississippi Department of Human Services (“MDHS”) and Department of Mental Health (“MDMH”).

Essential Functions:

- Psychological Care Coordination/DHS and Foster Care Family Liaison
- File Management
- *Weekly Billing Submission*
- On-Call Rotation
- Monthly State Reporting
- DHS/Court Appearances / IEP Meetings
- *Individual Service Plans*
- Complete Discharge Summaries
- Assist in ensuring Ongoing Compliance with DHS/DMH Certification and maintains a working knowledge of MDHS requirements and MDMH standards.
- Purposeful Visits
- Family Team Meetings
- Provides Support During Crisis Situations
- Oversees individual case work of each client in care and monitors the client’s educational and/or vocational needs
- Assists in making recommendations concerning Foster Care admissions, transfers between programs, and all planned and emergency discharges.
- Develops and maintains effective therapeutic relationships.
- Identifies and monitors the clients and families progress relative to the needs, goals and objectives identified in the assessments and service plans and discusses any problems being encountered by or with the clients in care.
- Ensures coordination of client services including medical, dental, vision, psychological, psychiatric, and academic or other specialized services.
- Completes a CAFAS on all clients assigned to their case load at admission
- Performs related duties and attends meetings as requested by the Foster Care Director.
- Assists administrative staff in ensuring the foster care program meets minimum standards for MDHS and MDMH.
- Assists Director of Foster Care Services in providing support and resources for foster families and foster children as needed.
- Establishes and maintains an environment that promotes the safety of the clients.
- Maintains a safe and healthy work environment and serves as a role model/mentor for staff.
- Interacts professionally and cooperatively with other parts of the agency (i.e., Human Resources, Finance, etc.).
- Completes assignments in a timely and accurate manner.
- Is willing to take on additional responsibility in a positive manner.
- Upholds the mission and values of Methodist Children’s Homes.
- Completes training necessary to perform position consistent with program and agency staff

development plans and identifies training appropriate to this position.

Qualifications:

Knowledge & Experience

- Must be twenty-one (21) years of age.
- Must possess a minimum of a Bachelor's Degree in a mental health related field.
- Must have a minimum of two years (2) as case manager, management & supervisor experience of a child care program.
- Must be certified as a Community Support Specialist by DMH within 90 days of hire.
- Strong people skills.
- Working knowledge of family systems and family dynamics.
- Ability to meet and handle the public with tact and poise.
- Ability to multi task in a fast paced work environment.
- Ability to appropriately handle confidential information.
- Ability to understand and consistently implement policies and procedures of the Agency.
- Ability to interact and work cooperatively and effectively with other personnel and clients.
- Ability to show sensitivity and responsiveness to cultural difference in the service population.
- Ability to uphold the mission and values of Methodist Children's Homes.

Skills/Working Conditions:

- Must maintain valid Driver's License and an acceptable driving record.
- Must be insurable by Methodist Children's Homes insurance carrier.
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- Must successfully complete all phases of pre-service and on-going training.
- Must be able to work in a fast paced, high pressure, high stress environment.
- Position may experience verbal and/or physical aggression from client population.
- Possible exposure to infectious diseases.
- Case load not to exceed 25 clients.
- Must be able to provide 24-hour accessibility, including weekends and holidays.

Physical Requirements:

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required.
- Have the ability to perform physical demands associated with daily operational functions, property management, and client maintenance, cooking, shopping, supplies inventory, and other rotating assignments.
- Have the ability to demonstrate organizational, management, and leadership skills.
- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities.

I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION

Employee Signature

Date