



Title Therapeutic Foster Care Specialist	Department HCTC
Reports to Director of Behavioral Health	FLSA Class Exempt
Supervises others No	Location Phoenix
<u>SHIFT:</u> Typical schedule: Schedule will be determined in conjunction with the Director of Behavioral Health and will vary to meet the needs of the clients and families. Days of the week may vary; evening and weekend hours as necessary.	
<u>POSITION SUMMARY:</u> The Therapeutic Foster Care Specialist actively works with licensed HCTC/TFC providers regarding behavioral health and therapeutic issues and interventions. Fulfills the role of on-going licensing worker to support the family, facilitate behavioral health training, and monitors the care and coordination of the child(ren) placed in the HCTC/TFC home.	
<u>ESSENTIAL FUNCTIONS:</u> <ol style="list-style-type: none"> 1. Completes contract requirements and standards of all contracts, standards and best practices in supervising and supporting the licensed providers and children placed. 2. Participates in on-call crisis rotation 3. Maintains all required documentation in an organized and timely fashion. 4. Supports and consults with licensed HCTC providing families. 5. Makes a minimum of two monthly visits with assigned HCTC providing families. 6. Maintains regular phone contact with HCTC providing families. 7. Interprets, discusses and assists in implementation of treatment strategies with HCTC providing families and all members of Child and Family Team (CFT). 8. Attends all staffing's, CFT's, IEP meetings and Foster Care Review Boards. 9. Documents all visits, contacts and incidents and keep files updated. 10. Maintains all updated information in all necessary file locations. 11. Writes progress reports and keeps written documentation of HCTC licensed family and children placed. 12. Keeps in contact with case managers from all agencies associated with the child placed 13. Provides crisis support and intervention along with or in the absence of behavioral health services, including participating in on-call rotation. 14. Conducts all required duties (including writing home studies) of a licensing worker as defined by DES and OLCR. 15. Monitors HCTC licensed family provider is in compliance of all state licensing and contracts. 	
<u>MARGINAL FUNCTIONS:</u> <ol style="list-style-type: none"> 1. Other duties as assigned, verbally or in written form. 	
<u>MINIMUM QUALIFICATIONS:</u> <ol style="list-style-type: none"> 1. Bachelors' Degree in Behavioral Health or related field and three years' experience with behavioral health, child welfare services and/or families required. 2. Masters' Degree in Social Work or related field preferred. 3. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card. 4. As per the R9-20-204 of the Arizona Statue the minimum age requirement is 21. 5. Must meet the requirements to be a safe transporter and driver. Must possess a current Arizona State Driver's License and have an acceptable driving record for the past three (3) years. Must have personal vehicle liability insurance and vehicle registration as required. 	

6. Must be able to pass a DCS Clearance with no substantiated reports.
7. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
8. Must be able to work a flexible schedule.
9. Must be able to maintain a high level of confidentiality.
10. Must obtain and maintain CPR and First Aid certification.

KNOWLEDGE

1. Strong knowledge of overall company operations and policies and procedures.
2. Working knowledge of the Arizona Behavioral Health System, Arizona Vision, 12 Principles and with children, adolescents or adults that have complex behavioral health needs.

SKILLS

1. Demonstrated ability to manage multiple projects.
2. Ability to function independently and as a member of a team in a multi-task environment.
3. Must have excellent oral and written communication skills.
4. Must have excellent organization and time management skills.
5. Proficient in the use of computers and associated software.

PERSONALITY/OTHER

1. Ability to build and maintain positive internal and external relationships.
2. Ability to provide exemplary customer service to all employees and outside constituents.
3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

WORK CONDITIONS and PHYSICAL REQUIREMENTS:

This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Human Resource Department if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements	Conditions
<input checked="" type="checkbox"/> Climbing <input checked="" type="checkbox"/> Balancing <input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Pushing <input checked="" type="checkbox"/> Pulling <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Grasping <input checked="" type="checkbox"/> Seeing <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input checked="" type="checkbox"/> Tactile sense <input checked="" type="checkbox"/> Repetitive motions <input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision) <input checked="" type="checkbox"/> Minimum of 1 hour of continuous driving per trip	Environment: <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Extreme temperatures <input checked="" type="checkbox"/> Wet and/or humid <input checked="" type="checkbox"/> Dust <input checked="" type="checkbox"/> Limited/office environment Hazards: <input checked="" type="checkbox"/> Physical Activities <input checked="" type="checkbox"/> Volatile clientele <input checked="" type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele

IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

ACKNOWLEDGEMENT:

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Department, if I require an accommodation to perform any essential function(s) of this position.

I do* or do not require an accommodation to perform the essential functions of this position.

* Employee Completes the Request for Accommodation Form.

Prepared by: Jennifer Kacprowicz, PHR, SHRM-CP
Title: Director of Human Resources

Approved by: Dawn Wallschlaeger, MSW
Title: Director of Behavioral Health

Employee Name (Please Print)

Date

Employee Signature