

# Foster Care Coordinator

Norfolk, NE

**Job Title:** Foster Care Coordinator

**Department:** Foster Care

**Reports To:** Foster Care Director

**FLSA Status:** Non-Exempt

## **Job Description**

The Foster Care Specialist (FCS) is responsible for developing care plans, providing support and consultation to foster parents, and to families of youth in care and to other treatment team members; and for advocating for, coordinating, and linking youth/families with needed services which are available within the Foster Care agency or in the greater community.

## **Roles & Responsibilities**

### Treatment Team:

- Takes an active role of the treatment team and provides information as needed to treatment team members designated in the comprehensive treatment plan.
- Participates in supervisory & treatment meetings to discuss treatment strategies & client progress.

### Service Planning:

- Develops and implements care plans based on evaluations and formulations derived from data and/or information collected through standardized techniques and instruments, in-depth interviews with families, and other agencies such as the Nebraska Department of Health and Human Services, the court system, school systems, and previous providers.
- Ensures care plans include intervention strategies, duration of treatment and treatment goals.
- Secures psychological or psychiatric consultations when necessary to assist in the treatment of youth/families.
- Ensures that Ansell Casey Life Skills Assessment is completed and distributes results to necessary parties.
- Coordinates the overall operation of each case.

### Parent Training Advocacy and Recruitment:

- Assists with educational sessions for groups according to special needs and interests which generally will center on parenting skills, implementing treatment strategies, behavioral modification, understanding the youth's past, working with biological families, adoption.

- Assists with the recruitment of foster parents, and for assuring that the Foster Care Program and the Respite Program have an ample number of foster parents to serve those children referred effectively and to maintain financially stable programs.
- Makes presentations to various community groups to heighten community awareness about the programs. Public representation of the programs must be done with enthusiasm and excitement and in a professional manner.

### **Child Advocacy:**

- Serves as a child advocate, seeing that the child's rights are protected and preserved during the placement in therapeutic foster care.
- Apprises the youth and other treatment team members of other educational, social, and religious, health and legal resources available within the community.

### **Support/Consultation to Foster Parents and Adoptive Parents:**

- Provides regular support and technical assistance to foster parents and adoptive parents in their implementation of the service plan and about the responsibilities they undertake.
- Includes fundamental components of such technical assistance in the design or revision of in-home treatment strategies, including proactive goal setting and planning, and the provision of ongoing child-specific skills training and problem solving in the home during visits.
- Provides other types of support and supervision, such as emotional support and relationship building, the sharing of information and general training to enhance professional development, assessment of the youth's progress, observation/assessment of family interactions, and assessment of safety issues.

### **Recordkeeping:**

- Develops and maintains a detailed record for each client, indicating the presenting problem, evaluation, formulation and recommendations for intervention, goals, and progress throughout placement.
- Timely completion of documents and ensures documentation meets established rules and regulations in accordance with accreditation and agency regulations.
- Scans/uploads documents into EHR (Electronic Health Records)

### **Crisis On-Call/Other:**

- Shares the responsibility of 24-hour, on-call coverage to teaching parents, children, and their families.
- Must meet productivity requirements set forth by the agency, Joint Commission, and the contract specifications (1:25).
- Required to be able to drive, sit for long periods in a car and get in and out of a car numerous time a day.

- Other duties as assigned: May be required to fulfill job duties within the YFS program according to program needs.

### **Other Requirements**

- Must be at least 21 years of age.
- Successful completion of background checks/references including a valid driver's license. The driving record must be in accordance with the agency's guidelines.
- If in lived substance abuse recovery, two years of continuous sobriety/ "clean time" is required and maintained throughout employment.
- Willing to obtain a flu shot annually (except for those allergic to the vaccine or who have a religious exception) or must wear a mask when agency deems appropriate due to times of high illness.
- Must comply with agency policies and procedures, including those regarding conduct, confidentiality, and record keeping.
- Maintains communication with service agencies to monitor follow-through by clients.
- Communicates regularly with supervisor and other team members regarding assigned clients and areas of concern.
- Participates in staffing, case conferences, and other meetings held by providers or agencies involving the client.
- Some evening and/or weekend hours.
- Must complete defensive driving course at time of hire.

### **Education, Licensure and/or Experience**

Bachelor's degree in psychology, special education, social work or a related discipline from four-year college or university, preferred or working towards a Bachelor's degree per DHHS regulations

**Certificates, Licenses, Registrations** Must be a Nebraska licensed driver with an insurable driving/safety record.