



Behavioral Interventionist Case Coordinator

Job Category: Behavioral Interventionist- Direct Programs

Job Status: Full Time

Reports to: Behavioral Programs Supervisor

Responsibilities: Primary responsibilities include but are not limited to:

- Interview, hire, and train direct care staff as needed or directed by direct supervisor
- Provide direct supervision to staff and complete probationary/annual staff evaluations
- Attend initial meeting between BI and Client Family to assign hours and expectations
- Meet monthly with all assigned BI's for one-on-one supervision
- Schedule and conduct regular monthly staff meetings
- Ensure job duties as assigned to direct care staff are completed at all times
- Regularly review daily log notes submitted by BI's
- Maintain updated staff schedule for assigned families

Case management responsibilities

- Review referrals and schedule initial meetings with family to assess needs
- Submit approval letter to the State for authorization to begin BI services
- Complete daily treatment plan in conjunction with child's therapist
- Complete DLA with the family and direct service staff every 90 days and use the scores to help shape the treatment plans of clients
- Complete client and family assessments as needed or required
- Meet quarterly with family to assess progress and assist with problem solving for any issues/concerns that may arise
- Maintain regular contact/communication with assigned families and BI's
- File maintenance

Agency responsibilities

- Shall, subject to grievance procedures and in consultation with the President, have the authority to hire, discipline, and terminate employees. Will coordinate all personnel matters with parent organization's Human Resources Manager.
- Serve on agency related committees.
- Follow and enforce all policies and procedures of the agency.
- Work closely, through regularly scheduled meetings in the program monitoring, development, and implementation.
- Attend board meetings and committee meetings as needed or required.
- Participate in agency meetings as needed or required.

- Work collaboratively with executive management team to achieve organizational goals and implement agreed upon strategies to meet these goals.

Qualifications:

- Master’s degree in related field preferred. Bachelor’s degree in social services field accepted.
- At least one (1) year of experience in social services.
- Familiarity with the child welfare system in Jackson or Greene County, Missouri (preferred).
- Must possess proficient and professional writing skills.
- Must possess excellent organizational and interpersonal skills. Writing sample required at time of interview.
- Self-starter who takes on challenging responsibilities and holds self-accountable for results and performance.
- Strong attention to detail with commitment to accuracy and quality while meeting goals or deadlines.
- Strong computer and Internet skills.
- Experience working with marginalized communities with a nuanced understanding of systemic oppressions.
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.
- Must have reliable transportation and **flexibility** to work varied and irregular hours/days as needed to meet client needs.
- Ability and willingness to travel as necessary within a multi-state area.
- Possess a valid state-issued driver's license.
- Possess a reliable vehicle.

Compensation and Benefits

- Full-time, exempt position
- Health, dental, vision, short and long-term disability, and life coverage options provided
- We pay 100% of long-term disability and life insurance premiums and 50% of health insurance costs. Additionally, we offer a match for a 403(b) retirement plan. We also provide access to dental insurance and short-term disability for purchase.

FosterAdopt Connect does not and shall not discriminate on the basis of race, color, religion, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its programs or services. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and members.

Employee Signature

Date