



BEHAVIORAL INTERVENTIONIST CASE COORDINATOR

Job Category: Children and Youth Programs

Job Status: Full-time

Reports to: Director of In-Home Behavioral Programs

Job Summary: The Behavioral Interventionist Case Coordinator provides case management and supervision to the staff of the Behavioral Interventionist program.

Responsibilities: Primary responsibilities include but are not limited to:

Administrative Leadership and Management (in partnership with the Director)

- Responsible for employee satisfaction within the Behavioral Interventionist program. Strive to build a strong sense of team within the department.
- Responsible for identifying the training needs and professional development needs of staff supervised.
- Conduct individual supervisory conferences at least bi-monthly with the goal of on-going evaluation of the Behavioral Interventionist's work product.
- Responsible for recruiting and hiring Behavioral Interventionists including but not limited to helping staff booths at exhibits, helping conduct information meetings, contacting radio stations, newspapers, etc., to advertise our services, speaking in churches and other organizations.
- Attend trainings, court and meetings as required.
- Ensure families served are given proper support and advocacy.
- Maintain contact and relationship building with other partner agencies and community stakeholders.
- Coordinate, in collaboration with the training department, training requirements and training opportunities and needs for Behavioral Interventionists.
- Make initial contact with families within 48 hours of new case assignment.
- Responsible for monitoring the workload of supervised staff and adjust as needed.
- Ensure that all requirements of in-home visit processes are completed and followed in a timely manner.
- Attend team meetings of clients when requested.
- Conduct individual supervisory conferences at least bi-monthly with the goal of on-going evaluation of the Behavioral Interventionists' work product. Any noted concerns (i.e. work performance or client issues) need to be communicated with the Assistant Program Manager within twenty-four (24) hours of report.
- For BI maintenance, ensure the following:
 - Updates are completed as needed in database and client/staff files.
- Responsible for providing support to Behavioral Interventionists during OHI Investigations.
- Plan and execute training for all new hires in the Behavioral Interventionist Department.
- Participate as an active team member with all agency departments (i.e. attend meetings as assigned, ensure availability of residents for scheduled on and off campus appointments, etc.) so the agency's efforts to assist clients and maintain licensing/contract/COA standards are coordinated for maximum effectiveness.
- Maintain strong, open communication with colleagues and direct supervisor regarding services delivered, concerns or questions.

- Maintain CPR/First Aid certification.

Outcome Planning/PQI

- Complete agency reports and statistics as needed or assigned.
- Ensure procedures are in place to track and report program outcomes and quality assurance.
- Ensure all resource provider files are in compliance with requirements.

Qualifications

- Master's Degree (or Bachelor's Degree plus two (2) years of experience working in non-profit social service agencies) in social work, psychology, public administration, or a related human services field.
- Previous experience working with at-risk populations required.
- Familiarity with the child welfare system in Jackson or Greene County, Missouri (preferred)
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Core understanding of program development, implementation and evaluation.
- Outstanding organizational and planning skills.
- Solid commitment to the principles of support and advocacy for foster and adoptive families.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- Demonstrated leadership ability, team management, and interpersonal skills. Must have ability to quickly establish rapport and build trust.
- The ability to collaborate and advocate for positive outcomes, using excellent interpersonal skills in multi-disciplinary, diverse, and dynamic professional teams.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented while meeting all deadlines.
- Work as a necessary part of a team effort with colleagues of all demographics.
- Model ethical and professional behavior at all times.
- Participate in ongoing meetings/professional memberships and trainings as required by the Program Director/COO.
- 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.

Compensation and Benefits

- Compensation commensurate with experience.
- 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.