



## Foster Care Clinical Manager

### **Relationships:**

Department: Foster Care/Adoption

Supervisor: Director of Foster Care/Adoption

Direct Reports: N/A

### **Position Function:**

Under the general administrative direction of the Director of Foster Care/Adoption, the Clinical Manager is responsible for the development, implementation, maintenance and evaluation of the clinical and case management services provided to clients and families through the Foster Care/Adoption department. The Clinical Manager collaborates with our placement department on intake of therapeutic children into homes, clinical services, client discharges and transition planning, and communication with families and partnering entities. The Clinical Manager maintains and upholds standards and makes sure that each client and family is receiving quality service planning, and all recommended services to achieve positive client outcomes. The Clinical Manager facilitates regular treatment team meetings to coordinate services and ensures that client documentation and client records are accurate and completed in a timely manner. The Clinical Manager communicates and coordinates with program staff to ensure effective delivery of therapeutic programming. The job requires sensitivity to the population's trauma history, life experiences, cultural and socioeconomic characteristics.

### **Requirements:**

Education: A master's degree in a clinical field such as social work, counseling or psychology. Licensure as a LCSW, LMFT, or LPC.

Experience: Three years of direct supervision experience in a clinical setting. Experience in Foster Care/Adoption given preference. Licensure as a Child Placement Agency Administrator preferred. Bi-lingual is a plus.

Functional: The Clinical Manager—coordinates with the Director of Foster Care and Adoption, for clinical fidelity to the trauma-informed care model meets standards; our children are receiving the clinical services needed, ensure service plans are completed and reviewed and approved for quality and accuracy; and staff are supported in learning and maintaining their skills in trauma-informed care interventions.

### **Additional Function Requirements:**



- Competence in the principles and techniques of trauma-informed care; teaching and coaching of these principles and techniques
- Competence in EBI techniques; coaching of principle & techniques to families when needed in a crisis
- Collaborate with families, treatment team, and staff for optimal services
- Create clinical structures to support effective service planning, assessment, interventions, treatment services, case documentation, and successful outcomes.
- Review and approve plans of service and assessment tools, discharges, clinical case notes.
- Provide e-CANs assessments, Review and approve eCAN's assessments timely support their use and the clinical quality of case record documentation
- Demonstrate excellent communication and interpersonal skills and the collaboration with youth, families, collaborating agencies, outside professionals and ACH Child and Family Services staff
- Demonstrate good judgment and the ability to work independently
- Demonstrate continuous learning through supervision, continuing education and experience
- Experience and ability to generate revenues to offset clinical expenses through billing of services provided. Through Medicaid/ and STAR Health or ability to become one within 6 months to 1 year after employment, not for therapy but for doing CAN" S assessments for children in care.
- Must be able to handle a high degree of emotional stress.
- Must have excellent writing skills and the ability to complete reports and documents in a timely manner
- Must possess a valid Texas driver's license and have a driving record that is within the guidelines of the insurance underwriter
- Must not have been convicted of a felony or criminal offense against a child
- Must have the ability to work flexible hours, some evening and weekend hours for emergency and training purposes.
- Must be able to provide back up on call services as needed in crisis situations.
- Must be able to think globally, solve problems, and make good decisions with critical thinking skills

**Working Conditions:**

Position includes exposure to parents, guardians and conservators as well as to youth with behavioral problems, including possible physical aggression. A dependable personal vehicle is required for travel.

**Exposure to Confidential Information:**

The position will have access to confidential records including resident and personnel files. Must maintain confidentiality and follow policies related to personnel and client records.



**Key Expectations/Responsibilities:**

**Leadership and Supervision:**

- Provides personnel with clinical training and opportunities for continuous development
- Assists staff with client placement stability by facilitating placement disruption meetings and debriefings.
- Attends and participates in program staff meetings and provides weekly clinical case consultation.
- Coordinates timely, quality treatment team meetings, service plans, and discharge plans with all identified parties.
- Reviews and approves clinical and case record documentation for clients in the program to ensure effective and timely clinical services are being delivered with each client and family for children from hard places.
- Ensures that assessments and service plans meet all requirements and are individualized to meet each client’s needs with meaningful goals and progress updates.
- Engage with staff on a regular basis
- Maintain professional boundaries with clients/ families and staff.
- All other duties as requested by director.

**Training:**

- Continues to develop and provide program and agency staff training on trauma-informed care and other clinical skill development
- Facilitates staff training on TBRI® and other clinical skills as needed
- Maintains personal training hours to meet all contract, monitoring, or accreditation requirements.

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*

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Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date



Date approved by HR:

Dates Reviewed/Updated: 4.22