



Murphy-Harpst
LIFE AND HOPE FOR CHILDREN

Job Description

Family Consultant

Classification: Non-Exempt

Salary Grade/Level/Family/Range: Program Professional

Reports to: Case Support Supervisor

Date of Last Review: February 2017

Infection Control Category: 3

Summary/Objective

The Family Consultant (FC) will be responsible for the coordination of the service team on behalf of consumers in Specialized Foster Care. Family Consultants function to guide and assist foster parents in bringing a therapeutic atmosphere in the home setting. The Family Consultant serves as the internal case manager and organizes the provision of service to the consumer. Family Consultants provide support services to foster parents working within the MHCC Specialized Foster Care program. Family Consultants must communicate effectively with consumers and other stakeholders to assist with the realization of goals contained in the consumer's service plan. Incumbent must have the flexibility needed to respond to crisis situations and general needs of the consumer and family at any time.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exhibit ability to train families to become specialized foster parents
2. Communicate effectively and set goals with the family, consumer and other involved caregivers
3. Demonstrate knowledge of age-appropriate behaviors and interventions
4. Demonstrate ability to deliver specialized services based on service plan
5. Possess a strong aptitude for assessing the mental status and stability of the consumer/family.

6. Exhibit strong writing skills for reports and home studies
7. Take primary responsibility for the service team
8. Prepare individualized service and educational plans
9. Provide support to the Specialized Foster Care parents, both regular and immediate
10. Maintain weekly face-to-face contact with each case
11. Maintain a maximum caseload of 6 (8 in certain situations)
12. Act as liaison for the consumer and family regarding the connection to community resources
13. Provide around-the-clock, 7 days a week crisis on-call services
14. Provide Specialized Family Crisis intervention when needed
15. Schedule training, meetings, and groups for Specialized Foster Care families
16. Manage each family's case file, including home studies
17. Write weekly progress notes, discharge planning and summaries
18. Attend clinical team meetings, treatment reviews, etc.
19. Assist the supervisor in the matching of child and families
20. Recruit, investigate, train and supervise families for Specialized Foster Care
21. Participate in the admission process and assist in determining the appropriateness of placing a young person in Specialized Foster Care
22. Assist the consumer being placed in becoming acquainted with the family, pre-placement visits, and getting the youth settled into community services
23. Coordinate and assist the family in carrying out their duties, specifically helping the family with ideas and techniques for the management of the youth in their care.
24. Attend court hearings and panel reviews when requested; prepare reports for the court and/or the referring agency
25. Prepare a quarterly report on each child regarding the child's past situation, current situation and future goals to be placed in the child's file/chart
26. Perform other duties as assigned by the Director of Specialized Foster Care and/or Executive Management.

Competencies

1. Communication
2. Training Skills and Patience
3. Writing and Grammar Skills
4. Decision Making
5. Goal Oriented
6. Family Focused

7. Time Management and Multitasking

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Incumbent must be able to work traditional and non-traditional hours. This position will require weekend and evening hours in order to meet the needs of the foster families.

Travel

This position requires up to 50% travel. Occasionally, travel is outside the local area and overnight.

Required Education and Experience

1. A Bachelor's Degree in a Human Services field and two (2) years of paid experience working with children and families

OR:

A Master's Degree in a Human Services field and one (1) year of paid experience working with children and families.

Preferred Education and Experience

1. Certified in **Foundations** through the Office of Provider Management

Additional Eligibility Qualifications

1. Demonstrated ability to motivate and encourage others to meet required deadlines and goals.
2. Extensive computer skills and working knowledge of a variety of software programs, including but not limited to Microsoft Word and Excel.
3. Knowledgeable of applicable regulations, laws and standards governing Child Placing Agencies.
4. Possess a current and valid GA Driver's License and a clean three (3) year motor vehicle report.
5. Have or can obtain minimum insurance requirements for transportation of consumers in personal vehicle.

AAP/EEO Statement

Murphy Harpst Children’s Centers is an Equal Opportunity Employer.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, duties of the position and that this job description has been reviewed with the employee’s supervisor.

Employee _____ Date _____