



## HUMAN SERVICES PROFESSIONAL

### POSITION DETAILS

- Status: Salaried, Exempt, Full-Time
- Department: RBWO Support Services
- Reports To: Assistant Director of Residential Services
- Work Schedule: Generally Monday – Friday, with occasional need for extra or weekend hours.

### RESPONSIBILITIES

- Plan, arrange, coordinate and document services on behalf of clients and their families.
- Ensure the educational, medical, emotional, and social needs of the clients are met.
- Provide and/or coordinate ancillary and social services for the client.
- Maintain records and prepare written reports in a timely manner.
- Communicate effectively with the clients and stakeholders to assist with the realization of goals contained in the client's service plan.
- Respond to crisis situations and general needs of the client and family at any time.
- Create and maintain Individual Service Plans (ISPs) and Individual Crisis Management Plans (ICMPs) according to Agency standards.
- Conduct monthly service plan meetings.
- Act as liaison between the client and the referring agent, family, school, nursing, core service treatment providers, residential services, and all other stakeholders of the client.
- Develop a Discharge/Transitions Plan and complete a discharge summary documentation.
- Coordinates visits between the client and family or other stakeholders, including visits on and off campus.

### QUALIFICATIONS

- Bachelor's degree in a Human Services field, plus two years of experience working with children and families OR Master's Degree in a Human Services field and one year of experience working with children and families.
- Certified, or able to become certified, in Foundations through the Office of Provider Management.
- Knowledgeable of applicable regulations, laws and standards governing Child Caring Institutions.
- Able to travel locally and state-wide up to 25%.
- Proficient with computer software applications, including Microsoft Office.
- Strong written and verbal communication skills in English.
- Must be at least 25 years old and possess a valid driver's license.