

# The Methodist Home



## Job Description

**Job title: Human Services Professional**

**Work Location: Jones Social Services Building**

**Department: Social Services**

**Reports to: Regional Director**

**Purpose:** The HSP provides child welfare administrative oversight and coordination of services to children and their families in care. Specifically, the HSP is responsible for supervising and ensuring that the educational, medical, emotion and social needs of each youth in care are met. In addition they are responsible for providing and/or coordinating all case management, ancillary and social services for each youth. The HSP maintains all documentation required in case files and electronically manages contractors' data system on assigned youth. HSP is required to generate reports of daily, weekly and monthly progress relevant to case management and support services.

Full-time

Part-time

Exempt

Nonexempt

### Essential Duties and Responsibilities:

- Oversees individual casework of each resident in care.
- Make recommendations concerning all admissions, transfers between living units, and all planned and emergency discharges.
- Develop and maintain effective therapeutic relationships.
- Monitor the resident's educational and/or vocational needs.
- Identify and monitor the children's and families' progress relative to the needs, goals, and objectives identified in the assessments and service plans and discuss any problems being encountered by or with the children in care.
- Maintains and keeps current individual resident's case file.
- Effectively communicates written information to the right people in such a way as to establish an accurate record of each child's placement and maintain accurate records needed by the agency
- Maintains casework responsibility.
- Responsible for reporting all reportable incidents to the Vice President/CPO, Regional Director, ORS, etc.
- Acts as a liaison between the Agency and its collaterals.
- Collaborates with Program Manager and child care staff on behavior modification program.
- Orients program manager and child care staff to treatment goals.
- Develop and implement treatment strategies/approaches with program manager and direct care staff.
- Utilizes the Kaleidacare Data Information System.
- Attend all admissions meetings.
- Communicate with team prior to admission to the campus specifics regarding the new resident including risk assessment.
- Participate in placement meeting, review placement agreement, develop visitation plan.
- Insure legal guardian designates MRO provider.
- Ensure a minimum of 2 face to face contacts per month or more based on clients needs.
- Complete billing documentation and submit to the HSP responsible for billing oversight as directed.
- Establishes and maintains an environment that promotes the safety of the residents.
- Completes risk assessment on assigned residents.
- Other duties as assigned.
- Maintains on call social worker responsibilities as directed.

- Utilizes appropriate Sanctuary tools when interacting with colleagues and residents.
- Adheres to the seven commitments of Sanctuary when carrying out work responsibilities.
- Demonstrates an understanding of the sanctuary commitments.
- Demonstrates a commitment to democracy by actively participating in team decisions.
- Employee practices social responsibility by insuring that they are at their work area when scheduled and remain for duration of required hours in order to perform responsibilities.
- Open communication to establish and maintain effective working relationships with people at all levels.
- Utilized appropriate Sanctuary tools when interacting with colleagues and residents.
- Adheres to the seven commitments of Sanctuary when carrying out work responsibilities.
- Employee demonstrates emotional intelligence by maintaining a safety plan.
- Employee recognizes the need for self care and therefore has developed a self care plan.
- Maintains a safe and healthy work environment by reporting risks and hazards to their supervisor, V.P. Facilities, or V.P. Human Resources.
- Take initiative to implement good practice and meet licensing and accreditation standards.
- Interacts professionally and cooperatively with other parts of the agency (i.e. Human Resources, Finance, etc).
- Completes assignments in a timely and accurate manner.
- Upholds the mission and values of The Methodist Home.
- Complete training necessary to perform position consistent with program and agency staff development plans.

**Education and/or Work Experience Requirements:**

- Must possess a minimum of a Bachelor's Degree in Social Work, psychology, child hood education, education counseling and psychology or other human service or behavioral science field
- Must have a minimum of two years of casework experience in a child placing agency.
- Strong people skills.
- Working knowledge of family systems and family dynamics.
- Ability to communicate clearly both verbally and in writing.
- Ability to meet and handle the public with tact and poise.
- Must be able to multi task in a fast paced work environment.
- Ability to appropriately handle confidential information.
- Ability to understand and consistently implement policies and procedures of the Agency.
- Ability to interact and work cooperatively and effectively with other personnel and residents.
- Ability to show sensitivity and responsiveness to cultural difference in the service population
- Ability to uphold the mission and values of The Methodist Home.

**Essential Physical Requirements:**

- Duties are performed in a variety of environments ranging from highly stressful and potentially aggressive (physical interventions, escorts, etc. to casual and leisurely, in both indoor and outdoor settings.
- Ability to successfully complete the Crisis Aggression Limitation Management training program and conduct physical interventions as taught by the instructor. Examples (1) Escorting a child by the arm to de-escalate; (2) Support a child's movement to a seated position to the floor or to a chair.
- Necessary stamina and temperament to work with children and youth (ages 6-18) who are experiencing crisis and/or emotional and/or behavior disorders.
- Duties include typing and sitting at a computer for both long and short durations of time.
- Duties include some travel.

I have read, understand and can perform the essential functions of this job with or without reasonable accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If reasonable accommodation is necessary to perform the essential job duties, please identify the accommodation sought.

---

---

I have read the responsibilities for this position and understand and accept the outlined responsibilities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

