



AMETHYST, INC. EXEMPT JOB DESCRIPTION

JOB TITLE: Child Team Coordinator

REPORTS TO: ???

APPROVED BY: DCS

DATE: 5/08/2015

EMPLOYMENT STATUS: Full Time

LOCATION: 455 E Mound St.

The below job duties and responsibilities have been reviewed with me and I have received a copy of this job description.

EMPLOYEE NAME (Printed): _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

SUMMARY

Provide professional counseling services to children and parents in individual or group settings. The Child Team Coordinator is responsible for general and clinical operations and performs some administrative duties for the program. Assist with the hiring, training, and performance evaluation of program staff to include termination of staff, where appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Clinical Services

1. Provides counseling, clinical assessment, dual-diagnosis assessment, and intervention services to children of women in Amethyst's long term program, in accordance with the agency's policies and procedures.
2. Maintains a caseload of individual clients as assigned.
3. Continually observes and evaluates clients for risk of lethality, and immediately notifies the Clinical Director of clients at risk.
4. Conducts group counseling sessions and conducts individual counseling sessions each week with assigned clients in areas to include prevention and education.
5. Assures that there is adequate programming for children when Columbus Public Schools is on break. Assures that there is contingency programming for children when Columbus Public Schools are unexpected closed due to emergencies, etc.

Supervision

1. Supervises Child Team Staff, consisting Child Case Managers and Emergency Child Care Workers. This includes approval of time off, performance evaluation and improvement, caseload assignments, signing off on paperwork and daily supervision.

2. Assists the Clinical Director in interviewing, hiring, and terminating the employment of supervisees when necessary.
3. Assures the efficient planning and effective delivery of Child clinical services, Child Care and caseload management, meet the needs of the clients.
4. Monitors the treatment provided by Child Team staff, suggests appropriate treatment techniques when necessary,
5. Supervises and participates in Treatment Team Meetings with individual clients as clinically appropriate.
6. Assures that there is adequate staffing and coverage for the Emergency Babysitting Room., including but not limited to creating a contingent pool of employees who can come in and cover for planned time off. Assures that there is adequate staffing and coverage for SummerQuest, including but not limited to creating a contingent pool of employees who can come in and cover for planned time off.

Agency Support

1. Utilizes knowledge of community resources to serve as liaison, and establishes linkages between Amethyst and other agencies and community groups to ensure the needs of Amethyst clients are addressed.
2. Participates in QI Initiatives, when needed.. Prepares
3. Assists in audit and survey preparation according to agency policy and maintains all records in compliance with all Quality Improvement efforts and guidelines.
4. Participates in the data collection process for outcome evaluation review as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Participates in committee meetings, staff meetings and other activities and/or meetings contributing to the effective, efficient operation of the program and agency.
- Maintains detailed statistical data and other client and program information for use in monthly reporting.
- Provides transportation services to clients when needed.
- Adheres to program and agency expectations as outlined in Amethyst Inc. policies and procedures.
- Performs duties of the job in accordance with organizational safety policies.
- Interacts with internal and external colleagues and partners as needed via in person and telephone.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Yes

Case Managers

Emergency Child Care Workers

UNIVERSAL REQUIREMENTS

Upholds the Mission Statement of Amethyst, Inc., participates in general meetings and retreats, relates professionally to all clients and staff. Complies with all agency policies and procedures including client rights, safety rules and regulations, the agency code of ethics and all applicable state and local rules. Must be able to operate Microsoft applications, organize and prioritize work, time management, meet deadlines and operate office equipment.

UNIVERSAL COMPETENCIES REQUIRED

1. Interpersonal Skills
2. Negotiation Skills
3. Excellent Oral/written Communication
4. Microsoft Office – Word, Excel and Outlook
5. Problem Solving and Conflict Resolution

6. Decision Making
7. Leadership skills
8. Sensitivity to diverse populations, with the ability to relate and communicate with a broad socio-economic cross-section of individuals.

QUALIFICATIONS: To perform this successfully, the employee must be able to perform each essential job duty with accuracy and minimal supervision. The following requirements are representative of the knowledge, skill and/or education experience

Experience, Competencies and Education:

Graduate Degree in Social Work or related field

At minimum an LSW or LPC Required

2 years of experience working with a diverse or younger population (21 and under)

1 year of experience leading a team

Other Certificates and Licensures:

A valid Ohio Driver's License and proof of individual automobile insurance is required in addition to a driving record that is in compliance with Amethyst Inc. policies. CPR and first aid certification is required.

AMERICANS WITH DISABILITIES SPECIFICATIONS:

Physical Demands: Sits, walks, stands most of the day. Must be able to lift up to 25 pounds.