

# Lutheran Services Carolinas

## Job Description

**Job Title:** Intensive Alternative Family Treatment (IAFT) Program Manager

**Supervisor (title):** IAFT State Director

**Department:** IAFT

**Approved by:** B. Welch 

**Date:** 4/14/2016

**Position Purpose/Summary** *(A brief descriptive statement that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish, and the degree of freedom to act):*

This position will be responsible for developing and growing Intensive Alternative Family Treatment Services in identified regions in the state of North Carolina. The IAFT Program Manager will be responsible for supervision of the IAFT Team and for co-facilitating clinical intervention team meetings. This position will be responsible for providing direct care to children served and their treatment parents. Coverage for 24/7 crisis calls and on-site provision of crisis services for consumers will be provided by the Program Manager. The IAFT Program Manager will use Evidence Based Practices to serve consumers in this program, and train staff, families, and consumers regarding appropriate clinical interventions. Additionally, the Program Manager will be responsible for recruiting and training families in the IAFT program.

**Essential Functions** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions):*

1. Adhere to all IAFT requirements, contracts, and regulations.
2. Recruit, train, and license IAFT families; training will include Together Facing the Challenge, Collaborative Problem Solving, Shared Parenting, Becoming a Therapeutic Parent, Diagnostic and Statistical Manual of Mental Disorders, and other child-specific trainings as required.
3. Serve high risk children, adolescents, treatment parents, and reunification families with meeting the client's mental health, behavioral management, and crisis resolution needs.
4. Provide services primarily in treatment parent homes where client resides; or travel to other locations to provide client-specific services.
5. Schedule and complete client pre-placement assessment meeting within 72 hours of receiving referrals.
6. Must be available 24 hours/7 days per week to treatment families and clients (must obtain coverage by supervisor or supervisor's designee if not available 12 hours or longer).
7. Participate in monthly child and family team meetings, weekly team consultation meetings, and weekly individual supervision.

8. Implement a range of clinical services to client, treatment parents, and reunification families that is consistent with the family's values, learning styles, lifestyle, circumstances, and culture.
9. Conduct ongoing comprehensive, strength-based, and behavior-focused assessments.
10. Collaborate with child and family team, client, and treatment families to develop individualized person-centered plans, crisis plans, and child-specific interventions.
11. Supervise Care Coordinators and assist with service coordination and authorization services based on individual client's needs.
12. Participate in all IAFT required trainings.
13. Coordinate formal and informal community resources and systems while teaching reunification family members to advocate for themselves.
14. Establish and maintain positive working relationships with referring agencies and staff and other community professionals.
15. Comply with all service contract requirements.
16. Other duties as assigned by supervisor.

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*):

Care Coordinator

**Qualifications (Minimum Job Requirements):** *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Bachelor's degree in Social Work or a related field in human services.

Experience: Two years paid experience with population served.

Specific skills/abilities: Must be able to work flexible schedules. Must be available nights, weekends, and/or holidays to support and provide intervention.

Specialized knowledge, licenses, etc.: Qualified Professional. Must have valid drivers license.

**Preferences (Optional):** (*Preferred attributes for the position, which are not absolutely required in the minimum qualification, e.g., masters degree, bilingual*).

Master's degree preferred.

**Working Conditions/Physical Requirements:** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Must be able to travel between Forsyth, Mecklenburg, Wake, and surrounding counties as needed.
2. Must be available 24 hours/7 days per week to treatment families and clients (must obtain coverage by supervisor or supervisor's designee if not available 12 hours or longer).
3. May come in contact with extreme behaviors.
4. Ability to bend, stoop, reach overhead.
5. Ambulatory in all locations.
6. Ability to lift and carry minimum of 25 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.***