

SHELTER, INC.

Job Description

Transitional Living Program (TLP) Treatment Coordinator

ESSENTIAL FUNCTION

The Treatment Coordinator is responsible for the provision of client services to Transitional Living Program clients. In general, these include the provision of clinical services to youth and their families and other duties in compliance with the Illinois Department of Children & Family Services' (DCFS) rules and regulations. This position operates under the direction and supervision of the Clinical Director.

SPECIFIC DUTIES

1. Conduct mental health assessments and re-assessments for all clients enrolled in the program. Conduct mental health assessments, as indicated, for family members and significant others.
2. Provide individual, group and family counseling for clients as prescribed in the mental health assessment or DCFS Integrated Assessment.
3. Provide psycho-educational groups to clients and/or their families based on interest and need.
4. Facilitate the development, review and modification of clients' clinical treatment and quarterly transition plans.
5. Perform record keeping functions and prepare reports as required.
6. Responsible for conducting all required quarterly life skills assessments.
7. Perform special administrative assignments or duties as delegated by the Clinical Director.
8. Coordinate all activities related to referral and intake as the Intake Coordinator.
9. Schedule and facilitate quarterly Child & Family Team Meetings and quarterly client transition staffings.
10. Comply with agency policies and procedures and the Department of Children and Family Services "Code of Ethics for Child Welfare Professionals."
11. Is on-call for clients' mental health/behavioral emergencies.
12. In the absence of the Caseworker, is responsible for conducting his/her duties as needed.
13. Other duties as assigned by the Clinical Director.

JOB QUALIFICATIONS

1. MSW or MA from an accredited school of Social Work or Counseling.
2. Prefer two years of satisfactory post-graduate, clinical experience with demonstrated ability in assessment, treatment planning and clinical interventions.
3. Prefer LCSW or LCPC in the State of Illinois.
4. Must successfully obtain Child Welfare License within three months of employment date.
5. Must meet Child Care Facility Driver requirements in accordance with the Illinois Department of Children and Family Services.
6. Must have a valid driver's license, an automobile and adequate automobile insurance.
7. Must become certified in CPR, First Aid and Behavior Management Crisis Intervention within six months of employment date.
8. Must complete a Medical and T.B. test providing proof of results.
9. Must be fingerprinted by the State of Illinois and submit to a full Background Check through the Illinois Department of Children and Family Services.
10. Must submit official academic transcripts from the last school in which a degree was awarded.
11. Ability to lift 40 pounds.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

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While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. The employee must occasionally lift and/or move up to 40 lbs. The employee must be capable of working a varied shift schedule. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the assigned facility, and occasionally in vehicles, meeting rooms both in the facility and at other agency sites.

CLASSIFICATION STATUS

This is an exempt position.

Reviewed 3/16