



Position Description

Title: After Care Coordinator		
FLSA Class: Non-Exempt	EEO Category: Professionals	WC Class: 8861
Job Title # 600458	Salary Grade:	
Date Approved: April 19, 2017		
Revision Date: Jan 19, 2019	Job Class: Residential	
Revision: Exemption Status	Purchasing Level: 1	

Purpose of Position

Implements various treatments programs and conducts individual and family therapy on a state wide level pertaining to the care of children and their families currently participating in the After Care program. The After Care Coordinator reports to the Clinical Services Manager.

Major Duties (*Essential Element)

- Coordinates, schedules, and oversees the administration of all therapeutic and rehabilitative services for the client and his/her family
- Responsible for ensuring the family is connected with community resources and that services are being met
- Provides professional counseling, education, case management and support for the family and ongoing monitoring for safety and stability in the home*
- Manages visitation with family and child, respite services, and education
- Attend FST meetings and provide weekly/monthly progress reports*
- Is available 24 hours/day through a pager/cell phone to provide necessary case management/crisis intervention
- Operates according to contractual obligations and Great Circle quality standards and functions within Agency's policies and procedures
- Provides timely and complete documentation in electronic medical record

Working Conditions

Office or home environment. Working environment generally favorable. Exposure to dust and various home environments

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant sitting, using hands to handle or feel, listening and talking. The position requires occasional walking, climbing, balancing, stooping, kneeling or crawling tasting or smelling as well as lifting up to 25 pounds. This position occasionally lifts up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

- Possess a current, valid MO class E driver's license and meet the Great Circle requirements for driver's insurance
- Strong communication, interpersonal, and computer skills.
- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Ability to maintain absolute confidentiality in all transactions and communications

Required Education and Experience

- Bachelor's degree in Social Work, Counseling or related field
- LPC or LMSW in the state of Missouri, or eligible for provisional license
- Minimum of one-year experience working with family systems and utilizing community resources

Preferred Education and Experience

Master's degree in Social Work, Counseling, or related field

Experience working with children and families in a trauma informed environment

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

Employee printed name: _____ Date: _____

Employee signature: _____

