The **Foster Care Clinical Coordinator**, internally referred to as the Host Homes Clinician, provides on-going clinical and administrative supervision, education, and support to natural families, Host Home families and Host children. Duties include but are not limited to:

- Develops and maintains service plans and monthly service planning team meetings for the children assigned
- Assists the Supervisor with processing program referrals for therapeutic foster care and respite care
- Responsible for coordination of all treatment planning and services for the children assigned
- Acts as a communication link to natural family and to multiple service providers
- Maintains professional relationships and communication with the child’s natural and host family
- Performs case management type services as needed
- Maintains on-going communication with all members of the child’s treatment team including parents, CYF, therapists, Case Managers, and other mental health treatment providers, school personnel, and any other provider of service to the child and/or the family
- Supports and facilitates the placement of each child assigned by providing education and support to the host parents and by developing an on-going supportive and therapeutic relationship with the child
- Maintains weekly contact with child and Host Home family with a minimum of two face-to-face in home visits
- Maintains weekly contact with child and Host Home family with a minimum of two face-to-face in home visits
- Maintains timely and accurate records and paperwork

**QUALIFICATIONS**

1. Master’s degree in human services field with one year or more of practical experience
2. Working knowledge of regulations and requirements
3. Basic computer and Microsoft Office skills
4. Excellent organizational, customer service, and Clinical/therapeutic skills
5. Valid Driver’s license

**SALARY**

$34,000 - $36,000 / DOE

**CASH INCENTIVES**

Employees have the opportunity to earn additional money through various incentive programs:

- $1,000 Employee Referral (for successfully referring someone to employment)

**BENEFITS**

Full Time employees enjoy a comprehensive benefits package:
• Health, Dental and Vision Insurances (United Healthcare)
  o $1,200 cash payout option in lieu of Health Insurance coverage
• Healthcare Flexible Spending Account
• Dependent Care Flexible Spending Account
• Eight observed holidays
• Earn from 15 to 27 paid time off days
• Short Term Disability
• Long Term Disability
• Life Insurance
• Supplemental Insurance (AFLAC)
• Optional 401(k) with Employer match

WORK PERKS
• Free parking (select locations)
• Mileage reimbursement
• Company issued laptops and cell phones for work use
• Employee Activities, Rewards and Recognition Programs
• Comprehensive Employee Assistance Program
• Credit Union
• Educational Leave
• Legal Services (Legal Shield)

APPLY TO THIS POSITION
Interested applicants can choose to apply in any of the following ways:
✓ Complete an employment application online
✓ Email resumes: Careers@PFQ.org
✓ Fax resumes: 412-824-8160
✓ Drop off resumes or apply in person: Partners For Quality, 250 Clever Road, McKees Rocks, PA 15136
If you need any assistance or require an accommodation to apply please contact us at 412-446-0700.

www.MilestonePA.org
Follow us! Facebook | Twitter | Youtube | LinkedIn

Partners For Quality and its family of agencies are an equal opportunity employer
EOE