Three Rivers Adoption Council

Job Description

Job Title: Therapist I
Department: Child Prep
Reports to: Program Supervisor
FLSA Status: Exempt

Prepared by: Finance Manager
Approved by: 
Date: 6/10/2015

Basic Function
To provide in-home therapeutic support and education to children and their families in the permanency process.

General Responsibilities
1. Consult with county workers and therapists also serving client to ensure child has all necessary services to be successful in permanent placement.
2. Participate in training opportunities for families and professionals on local, state, and national levels.
3. Participate in bi-monthly clinical case consultation with all line and therapeutic staff.
4. Additional responsibilities will/may be assigned as appropriate

Specialization – Child Prep
1. Manage a minimum caseload of 20 child preparation cases.
2. Complete 10 in-home visits for each case during the six month referral period.
3. Complete all paperwork to document the work completed during these in-home sessions and the required SWAN benchmarks strictly adhering to the set due dates.
4. Complete a lifebook for each child referred for service

Specialization – Case Management
1. Manage a minimum caseload of 20 case management families.
2. Complete SWAN assessment for families referred to the agency.
3. Coordinate the 5 monthly in-home visits for families receiving case management service.
4. Complete all paperwork to document the work completed during these in-home sessions and the required SWAN benchmarks strictly adhering to the set due dates.
5. Coordinate respite and support group services as need on individual case by case basis.

Technical Knowledge
• Understanding of Adoption/Foster care Regulations
• Understanding of family movement through adoption process
• Understanding of adoption issues
• Proficient knowledge of MH/MR diagnoses
• Knowledge of SWAN system
• Knowledge of county systems
• Knowledge of child welfare system
• Basic Computer skills (All programs)

Skills
• Counseling skills
• Organizational/Time management skills
• Problem solving skills
• Self-starter
• Strong writing skills
• Cultural competency
• Ability to multi-task
• Ability to work independently and as part of a team
• Ability to communicate with all levels of clients and colleagues
• Flexibility

Education/Training
Master’s Degree in Social Work or a related field,
Act 33/34 clearances and FBI finger printing
Use of insured automobile and valid driver’s license
1st Aid/CPR Certification

Experience
1-2 years experience providing counseling or casework services to families. Experience in adoption and or foster care a plus. A combination of education and experience may be accepted as approved by the CEO.

To apply, please send resume and cover letter to Meghan DeMarion mdemarion@tracpgh.org