

Lutheran Services Carolinas

Job Description

Job Title: Lead Clinical Specialist
Supervisor (title): Regional Team Manager
Department: Foster Care
Approved by: Syhesia Sharpe  **Date:** 6/16/2016 (revised 2/6/2020)

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):*

The Lead Clinical Specialist (LCS) provides clinical guidance, behavioral intervention and supervision to individuals and families in population served. The LCS has primary responsibility for behavioral intervention management and coordination of services for the individual. The LCS works intensely with the care provider by providing ongoing support that serves to stabilize the placement and facilitate behavioral change necessary for successful placement. This includes facilitating the setting of placement goals and desired outcomes established by the placement team. The LCS is responsible for writing and monitoring behavioral intervention treatment plans, monitoring progress according to the level of care, and documentation and planning transitions for discharges.

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

1. Assist with the recruitment, assessment, training and licensing of therapeutic foster care homes according to the established agency policy, accreditation standards and state licensing rules.
2. Provide support in facilitating placement matches. Consult with team members, assess appropriate resources for youth and foster families and assist with matching. Coordinate obtaining all placement paperwork, which includes clinical information and contractual documentation (financial agreements and medical necessity documentation).
3. Plan and supervise the placements for individuals and care providers. Facilitate the setting of placement goals and desired outcomes established by the placement team.
4. The LCS is responsible for writing and monitoring behavioral intervention treatment plans, monitoring progress according to the level of care, and documentation and planning transitions for discharges.
5. Maintain documentation in the individuals file and foster parent file according to state and federal standards.
6. Complete all placement and attendance forms as required to facilitate billing.

7. Provide ongoing support and supervision (24/7) to licensed care providers who carry out therapeutic intervention/support for the individuals in care. Complete annual evaluations on licensed care providers.
8. Possess strong knowledge of the Collaborative Problem Solving model to ensure the model is implemented in the home.
9. Facilitate a monthly support group for care providers. Provide consultation and collaboration with care providers on identifying problem areas, developing plans for addressing those problems in order to minimize the risk of placement disruption. Provide ongoing training in order to continue to develop the skill level of care providers.
10. Retain up-to-date documentation related to home licensure, contractual agreements, and all agency and regulatory guidelines.
11. Market Lutheran Services Carolinas programs with potential referral sources. If LCS is a home office based worker, they must have the knowledge and ability to respond independently and promptly to marketing and community relations needs.
12. As a member of a regional team, the LCS is empowered under the guidance of the Regional Team Manager or Service Team Leader to manage regional team operations, which includes facilitating placement goals, recruitment and licensing, budgeting, and promoting LSC within the child welfare community.
13. Serve on committees and projects at Lutheran Services Carolinas.
14. 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.*):

- Supervisor and consultant to licensed care providers who carry out the therapeutic interventions for the individuals served.

Qualifications (Minimum Job Requirements) *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

Education: Bachelor's degree in a field related to social work and seven years of related experience, two of which must be in child welfare; or a Masters degree in a field related to social work and five years experience, at least two of which must be in the child welfare; or a MSW degree and two years of experience in child welfare.

Experience: Must meet the qualifications listed above.

Specific skills/abilities: Must have specific knowledge of systems within population served. Proven ability in group and team facilitation, completing assessments and writing behavioral treatment plans. Self-motivated with good time management skills and the ability to work independently. Must be flexible and able to work irregular hours. If home based, the LCS must work in a self directed manner so that all other work obligations are met according to the requirements of this position.

Specialized knowledge, licenses, etc: Must be at least 21 years of age, possess a valid driver's license and have reliable transportation. Must have knowledge of family systems, childhood developmental and attachment theory and/or IDD population, psychopathology, behavior management, psychotropic medications.

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

N/A

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

1. Sitting at desk and in front of computer for extended period of time.
2. Position may be home based (TBD by location).
3. Able to bend, stoop, and reach overhead.
4. Minimum lift and carry requirement of 20 pounds.
5. Exposure to extreme client behaviors.
6. Travel within the state of South Carolina is required.

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

Employee Signature

Date

Supervisor Signature

Date

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