

WATERFORD COUNTRY SCHOOL, INC.
Quaker Hill, CT

JOB DESCRIPTION

Position: Treatment Coordinator/Caseworker

Reports To: Program Director

Qualifications: Master of Social Work, or comparable Human Services Masters Degree. One year of experience working with children, youth and families.

Basic Function:

The Treatment Coordinator/Caseworker is responsible for the provision of individual therapy, group counseling, case management and working with families and community agencies for all children and youth on their caseload. The Treatment Coordinator is assigned to work with a group of children or youth grouped in a particular living unit in either the Residential Treatment, Emergency Shelter, Safe Homes or Groups Home Programs within the Agency.

Working Conditions/Physical Demands:

Lifting of 25 pounds or less frequently required. Lifting of 25 pounds or more infrequently required. Majority of shift is spent in constant motion with long period of standing, walking, frequent bending, stretching, and repetitive motions. Occasional periods of working at a Video Display Terminal and repetitive motion with a computer keyboard may be required. Normal hearing and vision required with the ability to discriminate between colors. Must be able to communicate clearly and possess the ability to meet multiple job demands in a busy environment. May be required to operate Agency motor vehicles and transport children. May be required to lift and restrain residents; may have significant exposure to body fluids, assaultive/abusive clients.

HIV/HBV Classification: Category 1

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job related functions and tasks other than those stated in this description.

Duties and Responsibilities:

1. Provide weekly individual one-to-one counseling sessions for a minimum of one-hour contact with each assigned client for therapeutic purposes.
2. Maintain a thorough knowledge of the case history, treatment needs, long and short-range goals and interdisciplinary treatment plan, from referral through discharge, for all assigned cases.
3. Maintain primary contact with the child's family and provide or make provisions for family treatment when indicated.
4. Serve as the primary liaison person and point of contact for all intra-agency communication regarding each client, including ongoing contact with Department of Children and Families (DCF), courts, schools, community, etc.
5. In coordination with the treatment team, develop a psychosocial Treatment Plan for each assigned case. As Treatment Coordinator/Caseworker, identify treatment strategies necessary and see that they are implemented.
6. Conduct regular Treatment Team reviews on each case, noting progress for the clinical files.

7. Chair Review and Planning meetings (case conferences), preparing a written summary of the reviews for case files, referring agencies and school districts, as applicable.
8. Maintain documentation regarding each assigned client to include weekly progress notes, contact reports, monthly treatment summary, quarterly reviews, and correspondence with parents and agencies working with the client. Regularly review and ensure that each client's clinical folder is orderly and contains required documentation.
9. Be available to other staff and departments for consultation regarding assigned cases, (including Education, Child Care, Medical, etc.).
10. Attend all Department Meetings and weekly individual supervision sessions with the Program Director to review clinical/treatment issues regarding assigned cases.
11. Assist, when necessary, with the Intake and Admission Procedures.
12. Develop timely discharge plans for assigned cases in collaboration with the Interdisciplinary Team and complete a comprehensive written discharge summary.
13. Work closely with the child care staff of the living unit(s) in which assigned clients reside, co-leading group meetings and participating in Cottage activities.
14. Participate in staff training, attend periodic workshops and work toward ongoing personal and professional development.
15. Maintain knowledge of and follow Agency policies and procedures as contained in the WCS Personnel Handbook, WCS Procedure Manual, and departmental manuals.
16. Function as a positive role model for all students and staff at the Waterford Country School.
17. Maintain awareness of and sensitivity to the cultural differences present among clients and staff of WCS and ensure that, through both personal interactions and the development and implementation of Agency programs, cultural needs are respected and supported and the delivery of services and staff functioning is free from any form of cultural, religious, racial or sexual insensitivity or bias.
18. Maintain a Connecticut or other home state driver's License to transport residents in Agency vehicles.
19. Incumbent will maintain access to and comply with current and ethical professional standards of the discipline in which he/she is credentialed.
20. Other duties as assigned by the Program Director.

Exempt, Salaried Position

Rev. 6/08

I have received a copy of this job description

Signature _____

Date _____

Printed Name _____