

<p style="text-align: center;">JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 07/01/12</p>	<p style="text-align: center;">TREATMENT FOSTER CARE SUPPORT SPECIALIST</p> <p>Revised Date : 02/18/2020</p>
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* Denotes an Essential Function

Title: Treatment Foster Care Support Specialist

Category: AS1

Code: TFC SS

Education and Experience Required: High school diploma or G.E.D and minimum of 1 year experience working in an educational or social service environment with direct contact with children, clients or families required. Experience beyond 1 year and/or Associate's degree or Bachelor's degree strongly preferred. Experience required in customer service, positive communication, limit setting and maintaining professional boundaries in interactions with clients and stakeholders

Knowledge, Skills and Abilities Necessary: Will have knowledge of human development, crisis management and behavioral interventions. Will demonstrate interpersonal skills that facilitate effective management of crisis or stressful situations.

Duties and Responsibilities:

- * 1. Know and implement individual and family service plans.
- * 2. Work with clinician, case managers, and foster families to facilitate individualized treatment of foster children.
- * 3. Supervise visits between foster children and their biological families and report any concerns to supervisor.
- * 4. Provide one on one support to foster children when indicated.
- 5. Assist case managers with tasks as assigned.
- * 6. Work with clients, biological families and foster families from a strengths-based perspective using positive role modeling, skill building and behavioral interventions.
- * 7. Clearly and accurately document goal-specific interactions within the designated period of time.
- * 8. Meet Spurwink's expectations for direct client contact.
- 9. Adhere to Spurwink's standards for confidentiality and client rights.
- 10. Participate in regularly scheduled supervision and staff administration meetings.
- 11. Recognize and report any conditions which compromise the safety, well-being, or the environmental stability of staff, clients or those present in the work environment.
- 12. Other assignments appropriate to the position as determined by the Program Supervisor, or

his/her designee.

Immediate Supervision: The identified supervisor of the contracted services, with input from Case Managers.

Immediate Subordinates: None.

Schedule of Employment: Non-exempt position.

Other: As an employee of Spurwink, the TFC Support Specialist is expected to adhere to the policies and procedures of Spurwink. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the TFC Support Specialist may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B), and will be offered the Hepatitis B vaccination series upon hire. Maintain a current driver's license and clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date