



CLASS SPECIFICATION

Class Code: 16550
Date Est: 07/2008
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

FOSTER CARE TRAINING AND SUPPORT SPECIALIST

DEFINITION

Under general supervision, performs professional clinical duties directed at advanced training of foster parents in providing care for special needs children with behavioral and mental health issues to insure placement stability in the area of child protective services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Master's degree from an accredited college or university in Social Work, Marriage and Family Therapy, Counseling, Psychology or closely related field and license to practice or eligibility for licensure in the State of Nevada as a Clinical Social Worker OR Marriage and Family Therapist in the State of Nevada and one year of full-time experience performing foster care support and training.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

License to practice in area of assignment required at time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide advanced training curriculum to foster parents to manage special needs children who have been the victims of abuse and neglect.

Interview and observe children and foster parents to determine appropriate training needs for foster care providers to keep children in the least restrictive environment.

Analyze and integrate information obtained through interviews, observations, and clinical records to implement appropriate strategies to assist foster families in managing behaviorally challenging children.

Develop, implement, and monitor individualized foster parent training plans and provide crisis intervention to maintain children in a foster care setting.

Document all contact and maintain accurate case records to support the plan; enter data in appropriate software program.

Identify available resources and assist foster families in accessing them to reduce the risk of a placement disruption.

Prepare documentation and reports to apprise the Court, treatment providers, and other professionals regarding a child's behavioral issues and how it is being addressed within the foster care setting.

Review and evaluate program series and activities to ensure conformance to agency policies and licensing requirement.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Department policies and procedures.

Principles of Adult Education.

Computer software specific to the operation.

Case management practices and procedures.

Principles and techniques of interviewing and recording casework data.

Theories and principles of clinical practice.

Crisis intervention strategies.

Principles of individual and group behavior.

Methods, principles and practices of recordkeeping.

Symptoms and treatment of mental illness, emotional and behavior disorders.

Validated clinical behavioral management techniques for special needs children.

Community organizations and utilization of public and private community resources.

Laws, rules and regulations related to area of assignment.

Ability to:

Perform crisis intervention with foster families.

Assess, develop and implement behavioral treatment plans to assist meeting the needs of special need children in foster care setting.

Maintain professionalism while dealing with difficult situations and/or clients.

Make decisions and independent judgments and prioritize activities relative to assigned duties.

Learn to formulate and modify behavioral treatment plans in conjunction with client's needs.

Develop and deliver oral presentations concerning treatment plans, goals and results.

Develop skills interviewing people, and interpreting and recording information.

Communicate clearly and concisely both orally and in writing.

Prepare and maintain accurate, clear, and concise reports, statistics, and chronological records.

Establish and maintain effective working relationships with clients from a wide range of socio-economic backgrounds, division staff, and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment and other environments. Ability to lift and move objects weighing up to 25 lbs. Ability to use various office equipment including computers, copiers, telephone, and Fax. Crisis intervention may require the incumbent to encounter potentially hostile or combative situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.