

FaithBridge Foster Care

POSITION DESCRIPTION

POSITION TITLE: Area Managing Director
CLASSIFICATION: Exempt

DEPARTMENT: Foster Care
APPROVED BY:

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director of Foster Care

POSITION PURPOSE

The Area Managing Director will be responsible for the direct supervision of approximately five Foster Family Consultants and approximately 75 foster children. In new markets the Area Managing Director may carry a partial caseload and assume additional responsibilities for church recruitment and relationships, volunteer management, home study supervision and training coordination.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1. Provides subject matter expertise and day-to-day supervision and coaching in the areas of case management.**
 - Provides supervision of approximately five foster family consultants and approximately 75 foster children
 - Review and approve consultant documents and assure that all documentation is completed in an accurate and timely manner
 - Review and maintain PBC contacting scores with a goal of remaining at a level A agency status
 - Participates in on-call rotation as needed
 - Monitors required CEUs for family consultants and enters/approves trainings
 - Monitor all site visits with state regulatory officials in collaboration with the Director of Quality Assurance
 - Collaborate with the Quality Team and Home Study Team regarding new family approval, home compliance, and on-hold status of families
 - Assign new families to foster family consultants and manage utilization of caseloads
 - Collaborates with Quality Team and referral/intake to make placement and clinical matching decisions
 - Manage budget line items for Field Team and approve spending as needed
 - Provides regular clinical supervision to family consultants and supervision documentation
 - Coordinates and/or participates in court hearings, family team meetings, home visits, panel reviews, birth family contacts, educational advocacy, permanency, round tables, clinical staffings and other meetings as needed
 - Communicates with home study team any foster home licensing needs, concern, changes, and ministry re-engagement plans
 - Communicates with all service providers regarding progress and direction of case as appropriate
 - Works with family consultants to prevent placement disruptions
 - Understands and supports family systems

FaithBridge Foster Care

- Utilizes clinical and consulting skills to provide coaching and support to foster family consultants
- Ability to teach family consultants to recognize a client for self-harm/suicide/homicide risk and make appropriate referrals
- Demonstrates an ability to teach consultant to have a working knowledge of trauma and how that impacts the children and families served
- Ability to teach family consultants to intervene and provide clinical skills, crisis intervention, de-escalation techniques and mediation
- Manages utilization of foster homes through consulting and pastoral care with foster and respite families
- Provide crisis management/mediation when issues arise with foster families, family consultants, and church partners
- Provide direct services to foster families, foster children and their biological families as needed when family consultants need coverage
- Coordinates the activity of consultants with ultimate responsibility for the quality and stability of services including but not limited to:
 - Ensures children and families receive timely and appropriate service such as medical, dental, educational, mental health, social and behavioral
 - Is an advocate for children and families
 - Supports a goal that has children and families best interest at all times
 - Maintains and abides by all court orders
 - Monitors the need for and facilitates discharge planning when appropriate
 - Assists and support permanency planning for children who are unable to be reunified
 - Supports birth family relationships as appropriate
 - Coordination of visitation with birth family
 - Provides 24/7 care as needed to meet foster children and foster family needs
 - Provides post-placement & pre-placement visits with foster families to promote optimum utilization
 - Works and collaborates with individuals including DFCS, CMS, GAL, child attorneys, service providers, etc. on their cases to move them toward permanency
 - Evaluates performance of family consultants, completes 360 feedback, 90 day and annual evaluations
- Plan and coordinate a continuing, structured, professional development program for all family consultants including professional, personal and spiritual development goals

2. Helps to strengthen FaithBridge relationships with partners included churches, DFCS offices and others

- Represents FaithBridge in the targeted geography and maintain DFCS county relationships through partnership meetings
- Collaborates with the Community of Care team to maintain Ministry Team Leader relationships
- Abides by church partner agreements and has knowledge about and encourages families to use My FaithBridge
- Works diligently to be well-informed regarding family consultant performance and relationships with client/church partners
- Maintains relationships with church partners as it relates to FaithBridge foster families
- Works in collaboration with church partners and the Community of Care to meet the needs of children and families

FaithBridge Foster Care

- Ensures communication to Ministry Team Leaders when children are placed, moved, in need of respite and/or volunteers
 - Work as part of a team in such a manner to implement the Community of Care Model concepts, policies, purpose, objectives, goals, and standards
 - Participation in Community Partner meeting and provide education regarding ministry & collaboration efforts
- 3. Demonstrate relational competence and models professional behavior at all time.**
- Maintains confidentiality of agency and client information
 - Recognizes the intrinsic worth in all families and children and provides equal service to all
 - Maintains sensitivity to issues of race, religion, culture, ethnicity and other issues of diversity
 - Seeks solutions to problems and accepts feedback from others
 - Accepts constructive criticism and works on strengthening areas that need improvement
 - Exhibits high emotional intelligence and can effectively engage others in various situations
 - Demonstrates authentic, honest and effective communication skills
 - Maintains timely communication with others
 - Treats clients, staff foster parents and external contacts with respect and dignity
 - Contributes toward a team oriented culture and works well with others
 - Demonstrates ability to navigate high stress situations and conflict using emotional and spiritual maturity
 - Demonstrates an ability to positively navigate transition and change and models flexibility for others
 - Serves as an appropriate role model for children, families and staff by demonstrating Christ-like behaviors in all settings
 - Abides by professional code of ethics and licensing standards
 - Demonstrates dependability by being punctual to work, meetings and appointments
 - Requests PTO and/or flex time from their direct supervisor and obtains prior approval
 - Does not take PTO and/or flex time unless their job duties are covered and /or completed
 - Participates in FaithBridge events as needed
 - Maintains flexible work schedule to meet ministry needs
- 4. Maintains a focus on the spiritual component of the mission of FaithBridge and sees their role through a spiritual lens**
- Maintains spiritual growth and a relationship with Christ through devotions, scripture and prayer
 - Actively engaged in a local church
 - Provides pastoral care to FaithBridge children, families, volunteers, ministry team members and staff
 - Communicates prayer requests to FaithBridge team for families and clients
 - Encourages spiritual growth in co-workers and contributes toward a Christ-centered culture
- 5. Provides program support to Director of Foster Care**
- Participate in the sourcing, recruiting, and hiring of foster family consultants
 - On-boards and trains new consultants and other FaithBridge staff as it relates to the field team operations
 - Manages on-call rotation for foster family consultants after hours line

FaithBridge Foster Care

- Provides 24/7 support on call to Foster Family consultants and the on-call foster family and after hours line
- Participates in internal quality improvement committees and meetings as needed

NOTE: In new markets, the AMD may be responsible for the following:

- Church Recruitment and Relationship Maintenance including cold calls, partnership meetings MTL training, and development of new partnerships
- Volunteer Management including approval process, training, and compliance maintenance
- Home Study Supervision including pipeline management, contractor hiring, training, assignment, and supervision, re-evaluations, home compliance, foster parent advanced training approvals
- Training Coordination including setting up the training calendar, monitoring sign-ups and attendance, providing certificates and approvals, training Encounter Foundations, volunteers, advance trainings, scheduling trainers, coordination for training sites, food, supplies, etc.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Master's Degree from an accredited college or university in the area of behavioral or social sciences, social work, guidance counseling, psychology childhood education, special education or related field.
- Georgia RBWO Foundations Certified or waiver eligible is beneficial, but not required.

EXPERIENCE REQUIRED:

- Five (5) to Seven (7) years' experience in case management, home study licensing or supervisory position, of which at least two (2) years of experience must be with a Child-Placing Agency performing casework duties.
- Clinical Experience: Strong clinical knowledge, particularly in the areas of childhood trauma, family-systems, substance abuse
- Strong coaching/counseling and crisis intervention skills
- Experience with GA Score, GA Shines and IMPACT preferred, but not required

OTHER REQUIREMENTS:

- This position may require training and/or work on nights and weekends.
- Subscription to and integration of the vision, mission, and core values of FaithBridge.

SKILLS AND ABILITIES:

- Strong interpersonal skills, maturity and sensitivity to cultural and individual differences in clients along with proven leadership qualities with influencing and negotiating skills
- Effective oral and written communication skills
- Ability to work within a treatment team
- Ability to handle job related matters in a professional, diplomatic and confidential manner
- Knowledge of community resources and services
- Ability to organize and execute responsibilities in an independent manner
- Possesses the spiritual gift of discernment
- Physical and emotional stamina to effectively handle job related issues and stress
- Flexibility to offer 24/7 support to families and accomplish tasks as needed after normal business hours

FaithBridge Foster Care

- Ability to physically transport self and clients, including children of approximately 30 pounds, to various locations
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EQUIPMENT USED: Personal vehicle, cell phone, copy machine, fax and computer

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- FINGER DEXTERITY:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- TALKING:** Must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information via telephone and in person.
- REPETITIVE MOTIONS:** Movements frequently and regularly required using the wrists, hands, and fingers. Conducts continuous functions on the computer averaging 4 to 6 hours daily
- AVERAGE VISUAL ABILITIES:** Average, ordinary, visual acuity necessary to prepare or inspect documents.
- PHYSICAL STRENGTH:** Combination of sedentary work and standing as it relates to presentations and average office work.
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MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.
- MATHEMATICS ABILITY:** Ability to perform average to above average math skills including adding, subtracting, multiplying, and dividing two digit numbers; to perform the four basic arithmetic operations with money; to perform basic statistical analysis and calculations using child welfare data such as percentages, variances, etc.
- LANGUAGE ABILITY:** Ability to use passive vocabulary of 5,000-6,000 words; to read at an above-average rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation.
Ability to write complex sentences, using proper punctuation, and using adjectives and adverbs.
Ability to communicate in complex sentences; using normal word order with present and past tenses; using a good vocabulary.
- TECHNOLOGICAL ABILITY:** Competent in the use of MS Word, Excel, and PowerPoint. Be familiar with and have the ability to learn applications such as project and document management software such as MS Project, SharePoint, Visio, or equivalent as well as case management programs as a requirement of the job. Knowledge of normal business computer skills.
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FaithBridge Foster Care

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Name:

Signature:

Date: