



Practice Guide

Job Title:	Therapist/Supervisor	FLSA Status:	Non-Exempt, Hourly
Program:	Foster & Adoption	Reports To:	Foster & Adoption Director
Position Type:	Regular Full-Time	Supervises:	N/A

Essential Job Functions & Expectations

Roles and Responsibilities (see Job Description for more information)

- **Administrative Roles**
 - Maintains thorough knowledge of all Texas Department of Family & Protective Services Foster Home Licensing and Youth for Tomorrow program standards
 - Tracks and maintains documentation of services and reports
 - Develops and completes service plans timely
 - Maintains up to date communication with caseworkers and other professionals involved with the families and children on their caseload
 - Attends court hearings, school meetings and clinical staffings
 - Accesses community wraparound services and connects families to these services
 - Assists with administrative and office management tasks as needed
 - Provides regular on-call support for the program
 - Maintains accurate and timely therapy notes
- **Supervision of Foster and Foster/Adopt Homes**
 - Assists with intake referrals to the program
 - Consults with other team members to identify therapeutic services needed for the children placed; ensures these services are carried out as needed
 - Provides case management services to the families and children on assigned caseload, including monthly supervisory home visits
 - Ensures that the children placed obtain necessary educational and therapeutic treatment, as well as medical/dental/vision care as outlined in the service plans
 - Provides crisis intervention for parents and children
 - Ensures open communication with the caseworkers, consultants, biological families and contractual staff in order to ensure appropriate planning for the children in care
 - Works with referring agencies to coordinate discharge and/or transfer plans for the children in care; obtains and completes required documentation for discharge/transfer
- **Therapeutic Roles**
 - Conducts individual and family therapy with identified families in their home
 - Liaisons between foster/adopt families and our residential programs to provide training for incoming families and establishing relationships for families wishing to foster teens
 - Assists families in connecting to community resources to meet their therapeutic needs
 - Assists families in carrying out interventions as recommended by the treatment team
 - Schedules and provides necessary information to Consulting Psychologist, takes notes during staffings, provides notes to the treatment team
 - Attends appointments with Consulting Psychiatrist once per month or as needed
- Other duties/projects as requested. Duties and responsibilities may be added, deleted or changed at any time at the discretion of leadership, formally or informally, either verbally or in writing

Job Title:	Therapist/Supervisor		
Last Updated By:	Megan Zellner, Program Director	Date:	3/15/19
Reviewed By:	Megan Zellner, Program Director	Date:	3/15/19
Approved By:	Darcie DeShazo, Executive Director	Date:	
Employee Signature:		Date:	