JOB DESCRIPTION
JOB TITLE: TITLE IV-E Program Coordinator

SALARY: $45,000
SHIFT: Day, Evenings, Weekends as necessary
SUPERVISOR: CTO
STATUS: Title IV-E

JOB SUMMARY: The incumbent will be responsible for the development and the implementation and maintenance of the Title IV-E program. The Program Manager will directly oversee the team members in the Title IV- Program which will provide foster care, adoption services, specialized therapeutic services, and preservation, intervention and reunification services. The Program Coordinator will monitor, track, record and document the Title IV-E services and will be responsible for training staff that is working directly with families providing these services. The Program Coordinator will teach staff to work with children and families to enhance their natural support systems and identify their strengths and needs in a family focused strength based model. The Program Coordinator will coordinate shared planning meetings with providers of services and others involved in working with the family to identify common goals and increase collaboration between agencies serving the families and the families themselves. Program Coordinator will also be responsible for the development and implementation of the Title IV-E foster care program, Prevention and Intervention team, specialized therapeutic services and the Title IV-E program and services related.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following:

- Works in partnership with families to identify strengths and needs of the child/family and advocate for appropriate services.
- Ensures that appropriate client confidentiality is maintained required by the HIPAA Law.
- Maintain the code amendments, policies, procedures, template forms, and Title Iv-E handbooks to ensure federal compliance.
- Collaborates with tribal and community partners as it relates to the program services.
- Responsible for the oversight, training, program development and implementation for the Title Iv-E program. To include foster care, adoption, prevention, intervention and specialized therapeutic services.
- Will maintain confidentiality of all records, materials, and communications concerning the identity of clients.
- Assists team members in the development of service plans and set goals to strengthen families involved with the Title IV-E program and assist in preserving family units.
- Work with families by demonstrating a strengths-based, family interactive model, encouraging families by demonstrating self- sufficiency skills.

- Ability to supervise an integrated team of professional that provides weekly in-person and/or phone contact with families served and maintains documentation of all contacts.
- Ability to supervise and train team members to provide intakes, preservation services and family support as needed.
- Collaborate with schools, therapists, and other resources to ensure continuity and relevance of care.
- Encourage and utilize individual family strengths in the preservation/reunification/foster care process, and maintain/promote recognition of the child's and families, ethnic, cultural, social, and spiritual background.
- Assists in Program evaluations such as client satisfaction surveys to families and youth during service delivery or upon discharge from the Title IV-E Program.
- Assists in identifying service gaps and in locating resources within the community.
- Oversees and maintain all files and paperwork in an orderly and expeditious manner.
- Oversees all staff meetings and training sessions.
- Responsible for developing the Title IV-E Program team, developing and maintaining strong working relationships with team members and community providers.
- Responsible for others duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be able to utilize both professional and Natural supports.
- Effective communication; written, verbal, and interpersonal skills including conflict resolution.
- Ability to demonstrate sensitivity to the community services at-large.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Must be dependable with a high level of integrity and willing to work a strength based family interactive service model. Must be able to maintain respect with clients and other service professionals at all times.
- Must have knowledge working with families in crisis, at-risk youth and families involved with community services.
- Must be able to work in a flexible, high stress environment with a patient easy going personality.
- Have an understanding of crisis management and the ability to deal with situations that need immediate action.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to handle multiple tasks and meet deadlines.
- Understanding of cultural issues in a treatment process
- Demonstrate knowledge of and/or experience in the Omaha Tribe of Nebraska cultural community and the role of culture in the tribal healing process.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Social Work, Human services or related field or AA and 2 years proven work experience in related field or 8 years work experience in related field. Preferred experience working 1:1 with youth support
- A minimum of five years' experience, working in a Title IV-E program.
- A minimum of five years' experience working in development and implementation role in a foster care and adoption program.
- A minimum of five years working with at-risk youth and their families in providing both prevention and intervention services.
- A minimum of three years' experience working with wraparound services with children, and families.
- Experience working with Native American tribes and understanding Native American culture.

PREFERRED REQUIREMENT:

- Master's Degree in Social Work, Human Services or related field.
- Supervisory experience working within a Title IV-E program to include foster care, adoption, Intervention or Prevention program
- Experience working in program planning and or grant writing.

OTHER REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the Drug & Alcohol Free Workplace Policy.
- Valid State Driver's License with no more than three (3) traffic violations within the past five (5) years to be eligible for Tribal Insurance.
- Native American /Veterans Preference Policy applies.