

<b>Job Title</b>	TREATMENT COORDINATOR
<b>Employer/ Agency</b>	HEARTS WITH HOPE FOUNDATION
<b>Job Description</b>	<p><b>Responsibilities include:</b></p> <p>Serve as member of the clinical treatment team; primary staff member for developing, executing, monitoring and reporting on treatment programs for each resident, working closely with the Childcare Administrator and to ensure that high quality, cost effective programs are designed and implemented. Also, provides individual, group and family therapy services for residents. Specific duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Ensures the privacy and confidentiality of all clients and their records.</li> <li>• Ensures that all records are accurate and timely.</li> <li>• Completes duties in a professional and timely manner.</li> <li>• Coordinating the activities of the clinical treatment team.</li> <li>• Under the supervision of the Clinical Director, prepares admission assessments, 72-hour treatment plans, 30 day master treatment plans, and quarterly reviews for all residents and ensuring required plans are posted in resident's charts timely;</li> <li>• Preparing monthly reports on the progress of each resident;</li> <li>• Preparing discharge summary reports for all departing residents.</li> <li>• Facilitate intense behavior group sessions</li> <li>• Assisting in preparation of quarterly and annual reviews by Youth for Tomorrow of clinical treatment programs;</li> <li>• Place medication orders, inventory and prepare medication sheets timely and efficiently.</li> <li>• Working closely with Program Supervisor and Childcare Administrator on development of treatment plans, policies, procedures, recreation, and group development programs and activities.</li> <li>• Being on call continuously to respond to childcare emergencies and incidents as require.</li> <li>• Serve as member of the treatment team in preparing the Comprehensive Treatment Plan and Review and participate in treatment plan meeting and activities as required.</li> <li>• Immediately reports any concerns or issues that affect the milieu of the facility to the program director.</li> <li>• To ensure that all state, county, and city agencies licensing requirements are met.</li> <li>• Support the health, safety, and welfare of all clients.</li> <li>• Ensures the safeguard of moneys belonging to HWHF or its clients.</li> <li>• Together with Program Director:             <ul style="list-style-type: none"> <li>○ Developing and setting goals and objectives for childcare performance.</li> <li>○ Planning weekly childcare staff meetings.</li> <li>○ Must work a minimum of 40 hours per week</li> </ul> </li> </ul>

<b>Qualifications</b>	At least two years' experience in supervision of daily childcare within a residential treatment center for youth. Master's Degree or a licensed qualification in childcare is preferred; a degree in psychology, counseling or a discipline related to adolescent development is also acceptable. Requires minimum of a BA Degree in closely related field.
<b>Salary/Hours</b>	Salaried position commensurate with abilities and experience.
<b>Employer/Agency</b>	HEARTS WITH HOPE FOUNDATION
<b>Address</b>	PO BOX 1623
<b>City, State, Zip</b>	SPRING, TX 77383
<b>Contact Person</b>	MS. ANGELA FRANKLIN
<b>Contact Title</b>	HUMAN RESOURCE DEPARTMENT
<b>Telephone Number</b>	(281) 651- 1207
<b>Fax Number</b>	(281) 651- 1153
<b>Email Address</b>	<a href="mailto:a.franklin@heartswithhopefoundation.org">a.franklin@heartswithhopefoundation.org</a>
<b>Application Method</b>	Fax resume/ print on-line application: <a href="http://www.heartswithhopefoundation.org">www.heartswithhopefoundation.org</a> .
<b>Opening Date</b>	08/28/2014-until filled

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