

LIFELINKS FAMILY RESOURCE DEVELOPER JOB DESCRIPTION

The Family Resource Developer (FRD) works collaboratively as a member of the SASS (Screening, Assessment and Support Services) and Outpatient Services team with children, families/parents and/or caregivers to access available resources. The FRD provides support, skills training and therapeutic recreation to SASS consumers.

Consumers eligible for services through the State of Illinois SASS Program receive 90-day, intensive direct clinical service and include:

- Children under the age of 18 seeking public funding for psychiatric services through the Department of Human Services
- Children/Adolescents under the age of 21 involved in Healthcare and Family Services (HFS) medical programs including All Kids.
- Any person for whom the Department of Children and Family Services (DCFS) has legal responsibility.

CREDENTIALS

The FRD shall possess at least a High School Diploma or equivalent and must be a parent or caregiver who has navigated multiple child serving systems on behalf of a child or adolescent with severe emotional disturbance as a consumer of the mental health system. The FRD will provide services under the supervision of a qualified mental health professional.

The FRD must be at least 21 years of age.

The FRD must have a valid driver's license, have access to a fully insured motor vehicle, proof of insurance and meet the driving record criteria of the Agency. Short-term exceptions to this requirement may be made in certain circumstances with the express written consent of the Executive Director. Due to the necessity of travel in the SASS program, no exceptions to this requirement can be made on a long-term basis.

The FRD will be supervised by the RBHN Coordinator, being a qualified mental health professional.

JOB SPECIFICATIONS

Federal Labor Standards Act Classification: Non-Exempt

Job Level: Non-Clinical, Direct Service

ESSENTIAL FUNCTIONS

Must be able to clearly communicate information and ideas verbally so others will understand and must be able to listen and understand others.

Must be able to read and understand written information and ideas and be able to communicate information and ideas in writing so others will understand.

The use of an electronic record necessitates typing skills and basic computer knowledge.

PHYSICAL REQUIREMENTS

Minimal amounts of bending and lifting up to 10 pounds at a time may be required.

May require sitting in one place for up to two hours at a time.

Must be able to safely operate a motor vehicle.

Accommodations to meet physical requirements may be made upon request.

SPECIFIC JOB RESPONSIBILITIES

Meet or exceed quarterly direct service expectations as entered in and calculated by the CIS system.

Participate in the orientation of new child's families to SASS services and assist in moving through the SASS provider intake process.

Provide information and refer or link families to community resources according to consumer/family need.

Attend meetings with family members to advocate for and assist in the application for other services, ie: court proceeding, school staffing, etc.

Actively interact with SASS clinicians to ensure coordinated treatment and family involvement in all aspects of services.

Assist clinicians in identifying strengths and needs of the families.

Provide services and supports to children, adolescents and families necessary to assist the consumer to achieve and maintain rehabilitative, resiliency and recovery goals. (Community Support)

Provide structured and/or curriculum based skills training services utilizing evidence based interventions.

Assist families with the individual care grant program application process.

Assist families in transition to other levels of service

Empower parents and families to make their own informed decisions about all aspects of services.

Support consumer rights.

Assist consumers in understanding, seeking and achieving the best possible outcomes for their child, including complete recovery.

Maintain resource directory for the geographical area serviced by the SASS provider.

Attend SASS provider multi-disciplinary staffing when requested by the family or staff, in compliance with confidentiality restrictions.

Enter all direct service activity into the CIS system on the date of service delivery.

Complete all progress notes within the same week of delivery according to rules and regulations of applicable payer sources.

Complete all clinical documentation with 90% accuracy according to agency policies and rules and regulations of applicable payer sources.

Participate in program meetings and supervision as requested.

Be actively involved in consumer treatment and collaborate with providers in other agency programs in which consumer receives treatment.

Establish and maintain positive and professional working relationships with internal staff, external service providers and other state and county agencies.

Engage in appropriate professional development through continuing education, membership in professional organizations and licensure as eligible.

As requested participate in nonclinical activities such as committee work, quality improvement teams, performance improvement and grant initiatives.

Participate in other responsibilities as assigned.

I HAVE READ AND UNDERSTAND THE CONTENT OF THIS JOB DESCRIPTION.

Employee Signature

Date

Human Resource Coordinator

Date