

## **Job Description**

**Job Title:** **Family Team Conference (FTC) Facilitator**

**Position Objective:** The FTC Facilitator is a member of the FBH management team. The FTC Facilitator plans and facilitates quarterly family team conferences that will address the permanency planning goal(s) of children in care. The FTC Facilitator is responsible for helping surface any safety issues that may threaten the safety of the child in the foster care setting, in visitation, or at home, as well as the status of behaviors or conditions that present risk of abuse or maltreatment to the child and to help family members create a plan that will address them. Utilize a clinical perspective in guiding processes that is solution focused and consider meeting the ASFA timeframe for reaching permanency of children in care. The FTC Coordinator supervises staff that facilitates family team conferences.

**Reporting Relationship:** **Assistant Director of FBH Program**

### **Responsibilities:**

1. Plan and coordinate, in conjunction with department of quality assurance, quarterly family team conferences for each child in care.
2. Coordinate placement preservation, movement of children, goal change, trial discharge, and/or final discharge family team conferences upon notification of FBH manager(s).
3. Contact and consult with ACS Borough Manager to plan and/or request scheduling of FTCs.
4. Collaborate with Unit supervisors to schedule and confirm FTCs, and ensure notifications are mailed to birthparents, foster parents, and children over the age of 10 at least two weeks in advance of scheduled conference.
5. Ensure that meeting room is scheduled and prepared, including supplies and materials that participants may need.

6. Provide weekly supervision of family team conference staff to delegate and/or observe conferences held on a weekly basis. In addition, monitor documentation of conferences in CONNX by staff.
7. Ensure that next steps are measurable, have time limits and are matched to needs by identifying whom, what and when to accomplish next steps.
8. Act as a liaison between FBH managers and Community Partnership Initiative (CPI) to recommend, or obtain resources needed that will engage the family in reaching the permanency goal of the child(ren).
9. Completes and provides all stakeholders with the Family Team Conference summary report, which is inclusive of next steps, timeframes and any referral source(s).
10. Attend weekly foster care management meetings and actively participate in the team's effort to meet performances outcomes and plan effectively for the administrative functioning of the program.
11. Anticipate and communicate with the Assistant Director and/or Director any incident occurred in an FTC that may require additional administrative intervention such as identified safety issues, reasons that should deem a removal, or concerns that may have not required reaching consensus but may impact attaining the goals set forth on behalf of the case.
12. Submit weekly calendar to supervisor to reflect all FTCs that will be facilitated, including scheduled supervision with staff.
13. In conjunction with the supervisee, complete performance appraisals including a professional development plan, prior to the supervisees' completion of probationary period, and on a yearly basis thereafter.
14. Ensure timely documentation of FTC summary report in CONNX to be contemporaneous with the time conference was held.
15. Attend and participate in weekly supervision to report on the FTCs held, and raise concerns that are pertinent to the follow up of supervisors and staff in addressing the needs and goals identified at each conference.
16. Complete other assignments as needed or designated by the Assistant Director and/or Program Director.

### **Skills and Expectations:**

- The FTC Facilitator will utilize a strength based, family approach to conducting conferences with children, their birthparents and foster parents in order to obtain a timely permanency for children in care.
- The FTC Facilitator will utilize critical thinking in order to develop a plan that will work for the family and team.
- The FTC Facilitator will model professional behavior at all times, utilizing tact and diplomacy with staff, children in care, foster parents and birth families.
- The FTC Facilitator will be innovative, exercise critical thinking, and demonstrate flexibility, in order to contribute to the successful operation of the foster boarding home program.
- The FTC Facilitator will encourage participants to participate and will use reflection to let the family and team become aware of both verbal and non verbal communication.
- The FTC Facilitator will ensure that no one participant dominates the discussion by refocusing the group toward task, future, and solutions.
- The FTC Facilitator will utilize a team approach to assist the group in reaching consensus.

### **Knowledge, Skills, and Abilities:**

Knowledge of child welfare and understanding of systemic approaches for engaging families in team conferences. Possess strong oral, writing, and organizational skills. Must be effective in negotiation skills and ability to develop effective working relationships. Must have the ability to work under pressure and meet short term deadlines. Requires flexibility, and good engagement and assessment skills.