



Director of Intake & Residential Placement

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" Family Tapestry, a Division of The Children's Shelter, is looking for you! Since 1901, The Children's Shelter has provided a continuum of Trauma-Informed Care for Bexar County children with a history of prolonged abuse, abandonment and/or neglect. Family Tapestry was created in 2018 to weave together the community to transform the foster care experience in Bexar County. Our goal at Family Tapestry is to ensure each child is safe in care, achieves permanency, improves their overall wellbeing, experiences fewer moves and shorter stays in care, and increases family engagement, which leads to better outcomes, trusting relationships, and meaningful connections. It takes one person to change the life of a child. Will you be part of our tapestry to fulfill our mission?

The Director of Intake & Residential Placement is responsible for the development, implementation, maintenance and evaluation of the functions of the Family Tapestry Intake Process, as well as placement utilization management. The Intake Director would work with the Residential Treatment Placement Specialists (RTPS) to ensure the most appropriate placements are located for youth requiring residential treatment services. The Director of Intake & Residential Placement would also ensure that RTPS' conduct quarterly staffings for all youth placed in an exceptional care contract to ensure the youth is receiving the therapeutic services needed and that the services are still needed. The Director of Intake & Residential Placement would closely monitor ICPC and Exceptional Care processes and tracking. Ensures that children and youth are appropriately placed in accordance with contract requirements. Promotes the well-being of children and families, participates in staff meetings/trainings, and identifies needs and gaps as it relates to placement capacity.

.Responsibilities Include:

- Oversees all activities related to intake, placement and utilization management.
- Monitors and reviews processes of Intake and Residential Treatment Placement Specialists to ensure placements align with required performance measures (i.e., least restrictive, stability, connections to family, etc.).
- Oversees cases for youth requiring Residential Treatment Services, Temporary Emergency Placement (TEP) beds or discharging from the Psychiatric Hospitals and are in need of Residential Treatment Services.
- Ensures weekly staffings are conducted for youth placed in TEP beds
- Oversees the Child Specific Contracts and Exceptional Care procedures to include submission of exhaustive statewide placement search lists.
- Ensures quarterly staffings are completed for youth placed in Exceptional Care placements
- Tracks and monitors all youth placed in Exceptional Care contracts
- Oversees all psychiatric hospitalization for Bexar County youth, regardless if placement is needed.
- Tracks and monitors all youth psychiatric hospitalizations and serves as the psychiatric liaison for the DFPS psychiatric liaisons and Superior Health discharge planners
- Refers out ICPC requests for placements received to Network Providers and monitors and tracks progress of each request and provides regular updates to DFPS ICPC regional liaison.
- Works collaboratively with DFPS and other Family Tapestry team members to correct placement errors
- Reviews and tracks Temporary Billing Level of Care waivers
- Participates and leads daily/weekly calls with DFPS to discuss operational challenges and successes.
- In collaboration with COO, regularly reviews agency strategic goals, executes on strategic initiatives, and monitors contractual outcomes to ensure compliance.

Requirements:

- Requires Bachelor's Degree from an accredited college or university and a Master's degree in social work or related field is preferred.
- Minimum of three years supervisory experience.
- Previous work with child/youth in TDFPS care is preferred
- Working knowledge or Minimum Standards for Child Placing Agencies is preferred
- Bilingual with English and Spanish is a plus.

Family Tapestry is a Division of The Children's Shelter - an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

You can apply on-line by visiting our website www.familytapestry.org or in person at:

2939 W. Woodlawn Ave.

San Antonio, TX 78228

Monday-Friday 8am-5pm