



Community Care and Inclusion Director | Child and Family Therapist

JOB TITLE: Community Care and Inclusion Director | Child and Family Therapist

EMPLOYMENT STATUS: Salaried- Exempt

SUPERVISOR: BB Camp Overnight Camp Director and JFCS Clinical Director

SALARY RANGE: \$60,000- \$70,000, DOE

BENEFITS: Employer-paid medical, dental, and vision; employer contribution to retirement fund; generous paid vacation, sick leave, and holidays, plus other benefits

PURPOSE SUMMARY

This dynamic position's primary role is to provide culturally competent mental-health clinical and inclusion services to the diverse community of BB Camp and JFCS. "Diverse community" includes children, adolescents, couples, adults, seniors, and family units from myriad cultural and ethnic backgrounds and faith traditions. Responsibilities include, but are not limited to, recruitment, screening, intake and orientation, evaluation and intervention, treatment planning, referrals, counseling, training, patient education, case management, reporting, record keeping, and information collection.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Oregon licensed and registered mental-health clinician in good standing with their board.
- A minimum of two years' clinical experience required.
- Experience in Jewish camping or similar non-profit preferred.
- Work effectively with and understand the Jewish community and Jewish values, with a particular focus on couples, families, children, and teens, including people with disabilities.
- Demonstrate excellent interpersonal, written and verbal communication skills, including group facilitation, training, and presentations.
- Excel at computer-based platforms and related technology, including but not limited to telehealth and databases.

JOB RESPONSIBILITIES

- Work closely in both a summer camp and clinic-based setting with individuals, couples, parents, groups, families, children, and teens on issues related to ADHD, autism, disabilities, anxiety, depression, trauma, grief/loss, relationship issues, emotional regulation, social skills, and parents of children with special and MESH needs.
- Build enthusiasm for and referrals to community resources, such as Jewish-affiliated community programs, medical clinics, schools, and other educational institutions.
- Create engagement and learning opportunities for families in the Jewish Community who have children with disabilities, MESH needs, and behavioral challenges.

- Collaborate with team and supervisor to complete recruitment, scheduling, screening, counseling, case management, and data collection.
- Represent BB Camp and JFCS at community-wide events, camper, and staff-recruitment trips.
- Create and maintain cooperative relationships with community partners.
- Attend trainings and development opportunities as required
- Collect a wide range of demographic, financial, and health insurance information.
- Ensure compliance with grants and contracts with various funders with varied guidelines, rules, programs, and reporting requirements.
- Participate in weekly supervisory meetings and other agency meetings, as required.

JFCS SPECIFIC RESPONSIBILITIES

- Maintain a caseload of 15 to 20 client hours per week. In addition to managing this preferred caseload, the position requires providing documentation using JFCS client management system (Welligent).
- Partner with an intake coordinator to rapidly respond to requests for mental-health referrals.
- Participate in Utilization Reviews (UR) to ensure the quality of service and meet agency and HIPAA standards. Prepare UR reports for supervisor and Quality Assurance Committee review and make corrections in a timely manner.
- Provide quarterly and monthly input in conjunction with Clinical Director on programs' budgets and financial reports and analyze programs' performance based on goals, work plan, financial criteria, and reports' progress.
- Make any service-priority or course-correction recommendations to Clinical Director.
- Maintain professional and ethical competency, per NASW Code of Ethics.
- Provide parent and educator training, as required.
- Other duties as assigned.

BB CAMP SPECIFIC RESPONSIBILITIES

- Develop and implement a strategy for recruiting new campers and retaining current campers, including in-direct and direct outreach and communication with prospective and current families; travel may be necessary.
- Assist with the development of inclusive policies and practices.
- Implement an intake process to determine the needs of each individual camper with special needs and MESH support needs.
- Assist in developing and implementing a strategy for recruiting, hiring, and training summer camp staff, with MESH and Inclusion focus.
- Facilitate/collaborate with outside agencies and community programs, including but not limited to those providing medical, financial, and mental health services.
- Develop Individualized Camper Plans (ICP) for campers and work with summer staff to ensure implementation of each ICP.
- Work with Camp staff team to ensure daily welfare of campers and the resolution of all camper-related issues.
- Mentor and assist Unit Heads and Unit Leaders (Inclusion Counselors) in behavior, mental, social, emotional, and special-needs management of campers with their direct reports.
- Implement a documentation system of care and well-being of all campers and staff.
- Report and track all grants related to inclusion and MESH.
- Communicate with parents before, during, and after each summer, sharing updates, problem-solving together, and enabling long-term success for BB Camp's campers.
- Other duties as assigned.

WORKING CONDITIONS:

- Ability to work from home if needed and to follow COVID-related safety precautions.
- When COVID-safe, work hours, during the school year, include regular business hours based in the B'nai B'rith Camp Office or at Jewish Family & Child Services Office (both in Portland), in addition to periodic evening and weekend events at BB Camp (near Lincoln City) and other various cities. Summer Season responsibilities performed at the Camp Site (near Lincoln City) with regular work hours, determined by Camp Director. Employee is expected to be available for weekends, night-time, and overnights, as needed, and will participate in on-call duty.
- Extensive use of computer and keyboarding; use of hands for repetitive grasping, pushing, and pulling, and fine manipulation.
- Occasional bending, squatting, climbing.
- Occasional lifting and/or carrying of objects weighing no more than 35 lbs.

ADDITIONAL SKILLS & ABILITIES:

- Must be able to independently carry out assigned tasks demonstrating good time management and personal motivation.
- Must be able to prioritize workload and respond appropriately to change.
- Must be able to communicate verbally and in writing using the English language.
- Interacts in a respectful, friendly, and supportive manner with campers, staff, and parents

ADDITIONAL REQUIREMENTS:

- Must successfully pass a criminal background check and, if applicable, fingerprinting
- Must be able to pass the pre-employment reference checks.
- Must be able to pass a drug screen
- Must be able to provide a copy of his/her social security card for W-4 documentation.
- Must be able to provide applicable documentation(s) for I-9 to establish identity and authorization to work in the US.
- Must have a valid driver's license, personal automobile liability insurance, and acceptable driving record.

Note: This job description represents the significant position requirements and is not intended to be all-inclusive.

APPLICATION PROCESS:

Interested applicants should submit a cover letter and resume to Bette Amir-Brownstein, Overnight Camp Director, at bamirbrownstein@bbcamp.org. Review of applications will begin immediately. Position is opened until filled.

Effective Date: March 1, 2021