



**JOB TITLE:** Area Managing Director

**DIVISION:** FBFC Georgia

**REPORTS TO:** Director of Case Management

**DEPARTMENT:** Field

**SUPERVISION TO:** Foster Family Consultants

**CLASSIFICATION:** Exempt

**JOB FUNCTION:**

The Area Managing Director (AMD) will be responsible for the direct supervision of 5-7 Foster Family Consultants (FFCs). The AMD manages the placement, case management, and support services provided to the foster children and foster families. The AMD may carry a partial caseload and assumes additional responsibilities as needed as they grow their team.

**Core Responsibilities and Expectations**

- Provides maximum span of control of 5-7 FFCs and 75-100 foster children
- Review and approve case management documents and assure that documentation is completed accurately and timely
- Review and maintain PBC contracting scores with a goal of remaining at a level A agency status
- Participates in on-call rotation as needed
- Monitors required CEUs for FFCs and enters/approves trainings
- Monitor all site visits with state regulatory officials in collaboration with the Quality Department
- Manages all critical incidents & reporting to state OPM/RCC/CPS investigations, etc. in collaboration with the Quality Department
- Participates in the PQI and Risk Management process
- Coordinate the activity of FFCs with ultimate responsibility for the quality and stability of services including but not limited to:
  - Ensures children and families receive timely and appropriate services such as medical, dental, educational, mental health, social and behavioral
  - Is an active advocate for children and families
  - Supports a goal that has children and families best interest at all times
  - Maintains and abides by all court orders
  - Monitors the need for and facilitates discharge planning when appropriate
  - Assists and supports permanency planning for children who are unable to be reunified
  - Supports birth family relationships as appropriate
  - Coordination of visitation with birth family
  - Provide 24/7 care as needed to meet foster children and foster family needs



- Provides post-placement & pre-placement visits with foster families to promote optimum utilization
- Works and collaborates with individuals including DFCS, CMS, GAL, child attorneys, service providers, etc. on their cases to move them toward permanency
- Evaluates performance of family consultants, completes 360 feedbacks, 90 day and annual evaluations
- Provide for dissemination of information to FFCs in collaboration with other developments within the county DFCS and the child protective service field and changes within the state of Georgia's child welfare environment
- Collaborate with Home Study Team regarding new family approval, home compliance, and on-hold status of families
- Assign new families to FFCs and manage utilization of caseloads
- Collaborates with Placement Team and referral/intake to make placement and clinical matching decisions
- Manage budget line items for FFCs and approve spending as needed
- Provides regular clinical supervision to family case manager's and supervision documentation
- Coordinates and/or participates in court hearings, family team meetings, home visits, panel reviews, birth family contacts, educational advocacy, permanency round tables, clinical staffing's and other meetings as needed
- Communicates with home study team any foster home licensing needs, concerns, changes, and ministry re-engagement plans
- Communicates with all service providers regarding progress and direction of case as appropriate
- Works with case managers and foster parents to prevent placement disruptions
- Understands and supports family systems
- Utilizes clinical and consulting skills to provide coaching and support to FFCs
- Ability to teach FFCs to recognize a client for self-harm/suicide/homicide risk and make appropriate referrals
- Demonstrates an ability to teach FFCs to have a working knowledge of trauma and how that impacts the children and families served.
- Demonstrates authentic, honest and effective communication skills
- Ability to teach FFCs to intervene and provide clinical skills, crisis intervention, and mediation
- Ability to teach FFCs de-escalation techniques
- Represents FaithBridge in the targeted geography and maintain DFCS county relationships through partnership meetings
- Promotes culture of team-work, collaboration through intentional efforts/activities
- Conducts routine team meetings & other opportunities for team building & mission/ministry focus discussions
- Collaborates with church partners to maintain good working relationships
- Participates in Community Partner meetings and provides education regarding ministry & collaboration efforts
- Provides crisis management/mediation when issues arise with foster families, FFC's, and church partners



- Effectively meets deadlines
- Ensures accuracy of all records, reports and documentation
- Completes documentation accurately, thoroughly and timely in compliance with program standards and regulations
- Maintains organized files
- Displays a strong discernment and decision making skills
- Displays effective, clear, concise writing skills
- Reports to management any events that impact safety, permanency and well-being of children and families
- Assists with conflict and crisis in a professional manner
- Demonstrates ability to navigate high stress situations and conflict using emotional and spiritual maturity
- Works diligently to be well-informed regarding case management performance and relationships with clients/church partners
- Advocates strongly on issues that are important to the child's well-being, safety and permanency
- Demonstrates an ability to positively navigate transition and change and models flexibility for others
- Provide direct services to foster families, foster children and their biological families as needed when case managers need coverage
- Participate in the sourcing, recruiting, and hiring of FFCs
- On-boards and trains new FFCs and other FaithBridge staff as it relates to the field team operations
- Manages on-call rotation for FFCs afterhours line
- Provides 24/7 support on call to FFCs and the on-call foster family after hours line
- Abides by church partner agreements
- Completes all continuing education requirements and all required trainings

**EQUIPMENT USED:** Personal vehicle, cell phone, copy machine, fax, computer

**QUALIFICATIONS:**

**Education and Experience:** Master's Degree in Human Services Field (i.e., Social Work, Psychology, Behavioral Science, Counseling, Ministry/Theology, or other related degree).  
**Clinical Experience:** Strong clinical knowledge, particularly in the areas of childhood trauma, family-systems, substance abuse. Strong coaching/counseling and crisis intervention skills.  
**Experience with GA Score and Shines preferred, but not required. Georgia RBWO Foundations Certified or waiver eligible is beneficial, but not required.**

**Skill Requirements:** Strong interpersonal skills, maturity and sensitivity to cultural and individual differences in clients, staff, foster parents and families served. Effective oral and written communication skills. Ability to work within a team. Ability to handle job related matters in a professional, diplomatic and confidential manner. Knowledge of community resources and services. Ability to organize and execute responsibilities in an independent



manner. Knowledge of normal business computer skills. Competent in the use of MS Word, Excel, PowerPoint.

**Physical Requirements:** Hearing and speaking ability which allows for effective oral communication of information. Ability to physically transport self and clients to various locations. Physical and emotional stamina to effectively handle job related issues and stress.

To apply for this position, please send your resume and cover letter to [careers@faithbridgefostercare.org](mailto:careers@faithbridgefostercare.org)