

BLACK FAMILY DEVELOPMENT, INC. IS HIRING!

CURRENT JOB OPENINGS

July 18, 2022

AGENCY OVERVIEW

Black Family Development, Inc. (BFDI), headquartered in Detroit, Michigan, is a 501©3 organization, founded in 1978 by the Detroit chapter of the National Association of Black Social Workers. Our youth-focused, and family-centered organization provides services in Detroit, Wayne County, and Washtenaw County.

BFDI is a CARF accredited, licensed, comprehensive human services organization committed to serving all persons, while specializing in evidence-based counseling, treatment, and advocacy for persons of color. Agency programming includes early childhood resources and literacy development, a 3-tiered juvenile justice service array, mental health prevention and treatment, substance use disorder prevention and treatment, boys and young men of color supportive resources, school-based intervention, and trauma-informed care. ***Most importantly, our staff are heroes who strive to match passion for service with equal parts best practice to partner with families to achieve their goals.***

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Our organization is seeking human service professionals in the following areas with the corresponding degree/experience requirements:

(Licensed) Children's Mental Health Therapists for School-Based and Home-Based Settings -

Seeking licensed, School – Based Mental Health Therapists. Responsibilities include mental health prevention and treatment service array for students, and parents; as well as mental health education for school personnel and families to increase likelihood of students' success with school. Therapists will provide Medicaid – billable mental health treatment to youth and families to maximize their coping with mental health symptoms at home and in-school. Clinically licensed School-Based Mental Health Therapists maintain a treatment caseload approximately twenty-five families and provide school-wide prevention services.

Accounting Clerk III – Billing Specialist - Manages essential aspects of invoicing specifically focusing on collection, assimilation, collation, and analysis of financial information from all areas of the agency in order to compile data for billable units, and expense-based worksheets, into funder billing reports, Financial Status Report, FSR's or Financial Expenditure Reports, FER's. The Accounting Clerk III-Billing specialist is expected to compare budgets to expenses and assure that billing and FSR reports do not exceed budgeted amounts. Primary job duties include preparation of required funder billing reports and including expense support documentation and worksheets and monitoring billing report variances, other job duties include payroll processing as needed.

Payroll Specialist - The Payroll Specialist must have working knowledge of processing accounts payable, payroll and related taxes. The Payroll Specialist must also have experience in related areas such as double entry process, contract compliance petty cash accounting, check reconciliation chart of accounts, typing, and willingness ability to work in other accounting departments.

Behavioral Health Therapist/Supervisor (Washtenaw County) - Provides oversight to Black Family Development, Inc.'s Washtenaw County Youth and Families. Ensures fulfillment of Medicaid requirements in the areas of personnel, operations, claims submission, credentialing, implementation timeframes, documentation, and all other governing requirements. Fulfills DWIHN and DPSCD contractual requirements with precision, as evidenced by successful audits of 90% or better. Ensures completion of any required treatment authorizations and reauthorizations. Ensures accuracy of claim submissions. Assist in the development of needed programs and services within the organization, or with other services providers.

(Licensed) Mental Health Program Supervisors – Provides oversight to Black Family Development, Inc.'s behavioral health (mental health and Co-occurring affected) youth and families. Ensures fulfillment of Medicaid requirements in the areas of personnel, operations, claims submission, credentialing, implementation time frames, documentation, and all other governing requirements. Fulfills DWMHA contractual requirements with precision, as evidenced by successful audits of 90% or better. Ensures completion of any required treatment authorizations and reauthorizations. Ensures accuracy of claim submissions. Assists in the development of needed program services within the organization, or with other service providers. Minimum Master's Degree in Social Work or related field; experience in alcohol and other drug treatment/prevention; knowledge of client population and treatment strategies. Minimum Master's degree, active licensure, and 5 years recent Community Mental Health clinical treatment experience with children and families in community, home, and school settings. ***Preferred credentials include: LMSW, LLP, LPC or LMFT.***

Full-Time CMO – Integrated Services Case Manager - Responsible for maintaining a caseload of youth in the Juvenile Justice system and their families. Responsible for youth/family assessments, service planning, case management (i.e., locating, linking, and monitoring youth/family in community-based treatment and rehabilitative services), and meeting all youth/family needs according to the court order and other assessed treatment needs. Responsible for court attendance and reports. The Case Manager must maintain weekly face-to-face contact with youth, and coordination of care with assigned treatment providers. Case Manager ensures youth receive increased opportunities for health social, emotional, physical, and cognitive development. ***Minimum Bachelor's degree (Master's preferred). Bachelor's Degree/Master's Degree preferred in social work, sociology, psychology, or guidance counseling and a minimum of 2 years working with formal system-involved youth and their families.***

Behavioral Health Therapist (Mobile Crisis) - This position requires the clinician to work as a member of a mobile crisis team providing community-based crisis prevention and intervention to a wide variety of individuals having various types of behavioral health challenges. The clinician will be required to work with other community agencies, including local law enforcement and hospitals, in the prevention of psychiatric hospitalization, detention by law enforcement, and discharge of individuals from state or local psychiatric hospitals. All services must be provided under the general supervision of the Mobile Crisis Team Supervisor and be conducted in accordance with current agency policies and procedures relating to crisis and prescreening services.

Youth Peer Support Specialist (Mobile Crisis) -The Youth Peer Support Specialist (YPSS) is responsible for acting as a support and resource for youth accessing BFDI's mobile crisis services and behavioral health continuum of care. As a key member of the mobile crisis team, the YPSS will work youth one on one or in a group to support youth through empowering skill development to improve their overall functioning and quality of life.

Full-Time Network & Computer Systems Administrator - The Network & Computer Systems Administrator (NCSA) will install, configure, and maintain Black Family Development, Inc's local area network (LAN), wide area network (WAN), data communications network, operating systems, website and physical and virtual servers. The individual will perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. The NCSA will review system and application logs and verify completion of scheduled jobs, including system backups. The individual will be comfortable analyzing network and server resource consumption and control user access where necessary. The NCSA will also be responsible for maintaining the organizations website, installing, and upgrading software and maintain software licenses.

FULL-TIME EMPLOYEE BENEFITS INCLUDE:

- ▶ Vacation
- ▶ Personal Days (2 or 3)
- ▶ Snow Days
- ▶ Sick Days (11)
- ▶ Worker's Compensation
- ▶ Holidays (15)
- ▶ Life Insurance
- ▶ Dependent Life Insurance
- ▶ Accidental Death & Dismemberment Insurance
- ▶ Short-Term Disability
- ▶ Maternity Leave
- ▶ Family and Medical Leave Act
- ▶ Bereavement Leave
- ▶ Education Leave
- ▶ Military Leave
- ▶ Medical/Dental Vision Plan

COME JOIN OUR TEAM!

PLEASE SEND ALL RESUMES WITH A COVER LETTER TO:

HUMANRESOURCES@BFDI.ORG

FULL JOB DESCRIPTIONS AVAILABLE FOR ALL POSITIONS.

If you have any questions, please call (313) 758-0150.

WWW.blackfamilydevelopment.org



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