

BLACK FAMILY DEVELOPMENT, INC. IS HIRING!

CURRENT JOB OPENINGS

AGENCY OVERVIEW

Black Family Development, Inc. (BFDI), headquartered in Detroit, Michigan, is a 501c3 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:

Part-Time & Full-Time Clinical Therapists in Washtenaw County

Seeking licensed mental health and substance abuse treatment therapists in Washtenaw County with a passion for ***relentlessly*** partnering with adolescents and families towards their hope and healing. Candidates must have experience in dual diagnosis treatment, love adolescents, and possess a master's degree and a clinical license.

25 (Licensed) Children's Mental Health Therapists For School-Based and Home-Based Settings - Master's degree and active clinical licensure in Social Work, Counseling, or Psychology required; MCBAP credential preferred. Experience working with multi-challenged individuals and families.

3 (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.***

Part-Time Youth United Advocate - Work within a youth led initiative that promotes youth voice and youth partnerships in Wayne County System of Care. Between the ages of 18-25, a resident of Wayne County, demonstrate leadership qualities, and have received services within the juvenile justice, public mental health, child welfare and/or special education systems.

Part-Time Youth Peer Support Specialist - Part-time position for a young adult, ages 18 or older (can only remain in the position through age 26), with lived experience who received mental health services as a youth. Willing and able to self- identify as a person who has or is receiving public behavioral health services and is prepared to use that experience in helping others. Experience receiving services as a youth in complex, child serving systems (behavioral health, child welfare, juvenile justice, special education, etc.) preferred.

Full-Time and Contractual Substance Abuse Therapists in Detroit

Seeking licensed substance abuse therapist for adolescents and their families located in Detroit. Responsible for providing weekly office, telehealth, or home-based addiction therapy. Experience providing Cognitive-Behavioral Therapy preferred. ***Medicaid-approved credentials required. Master's degree preferred. Social Workers preferred.***

Full-Time Wraparound Facilitator (2)

Responsible for developing and coordinating family-centered teams to meet the individualized needs of children and families in accordance with the Wraparound Milwaukee Model. Provide general case management services including: case planning, treatment planning, family conferencing, family focused/centered intervention, tenants of the model and documentation and ensures all services are maintained with an emphasis on culturally competent services.

Responsible for the development of an integrated treatment plan with the Child/Family Team. Must provide daily case management and leadership to ensure implementation of services and supports to the child and their family/caregiver, as agreed upon in the treatment plan. ***Master's Degree Preferred in Social Work or related field; must have experience in family-focused and family-centered practice and strength-based services.***

Full-Time Human Resources Director

Seeking Human Resources (HR) Director with 7-10 years' experience in supervision and H.R. administration within corporate and non-profit environments. The HR Director is directly responsible for the overall administration, coordination, and evaluation of the Human Resources function. Other duties of the HR Director are to oversee recruitment performance indicators and metrics for Recruiter, ensure performance metrics are fulfilled of the Human Resource Generalists, and ensure the HR Department responds to organizational compliance with labor laws by researching the law, develop policy and implement recommendations. Minimum Bachelor's degree in Human Resource Management required (Master's preferred).

Full-Time Human Resources Generalist II

Seeking Human Resources (HR) Generalist II with five (5) or more years of experience to support management-level staff, and perform a variety of personnel-related tasks for Black Family Development, Inc. The primary duty of an HR Generalist is to collect and manage all data pertaining to Black Family Development, Inc. employees. The HR Generalist is also involved in the recruiting, hiring, on-boarding training and off- boarding of employees. Minimum Bachelor's degree in Human Resource Management required.

Full-Time or Part-Time Human Resources Recruiter

Seeking HR Recruiter to actively approach eligible candidates to fill BFDI position vacancies, and serve as a key feeder for positioning qualified individuals to BFDI leadership. Responsibilities include sourcing candidates online; and, tapping human service and other markets for viable candidates through direct face-to-face, email, and social media platforms. Candidate will conduct phone screenings, job interviews, update job postings, and work in conjunction with Human Resources team members.

Full-Time or Part-Time Data Specialist

Responsible for Medicaid billing, data entry and first-level data analysis pertaining to BFDI’s Behavioral Health and Integrated Health program outcomes and performance metrics. Person will also be responsible for Administrative Assistant office duties to ensure department functions smoothly, with quality, and in compliance. Develops databases, spreadsheets, pivot charts, and database queries as needed to assist Vice President and managers with monitoring, and data-evaluating, key performance indicators across multiple programs.

Full-Time Administrative Assistant

Responsible for Medicaid billing, data entry and first-level data analysis pertaining to BFDI’s Behavioral Health and Integrated Health program outcomes and performance metrics. Person will also be responsible for Administrative Assistant office duties to ensure department functions smoothly, with quality, and in compliance. Create electronic file for consumers by entering their personal information into case management when not found on system (data entry). Verify and ensure sign in log matches billing sheet. Compose and submit check request to payroll for consultants.

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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@BFDIDetroit



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