

# Current Career Opportunities with RRF:

## Referral Specialist Coordinator (hiring asap)

Summary: The Referral Specialist Coordinator is responsible for the monitoring, review of, linking, and coordination of placements for IAFT® services with provider agencies through the Client Care Web database. The employee will establish and maintain relationships with stakeholders to include level 4 group homes, provider agencies, PRTF and DSS staff. Review referrals for completion and content in Client Care Web database. Ensure collateral documentation is linked with the referral. Cross check with provider agencies for skill set and availability of treatment parents. Encourage follow up. Follow up with MCO's, PRTF's and Provider agencies to ensure timely manner of response to support appropriate placement matches. Monitor database for high-risk clients, placement difficulties, TFC client diagnosis, and behaviors that could be better served by another LOC. Ensure clients are appropriate for IAFT® program services. This position requires excellent organizational, writing, and communication skills. The position will require contacting, coordination, and frequent communication with community partners and stakeholders. Occasional travel for staff meetings, quarterly networking meetings, and promoting the referral utilization database at conferences.

### KNOWLEDGE AND SKILL REQUIREMENTS:

BS degree in human services field with at least 4 years in behavioral health. Must be minimally QP status. MA preferred in social work or counseling. Experience with enhanced services, strong clinical foundation of diagnosis, psychotropic medication and trauma informed. Experience working with children and adolescent youth at risk in foster care. Familiarity with Client Care Web Database is a plus. Proficient in computer utilization of word, MS Excel, PowerPoint, and Email

If interested in this position, email cover letter and resume to Meredith Newman, [mnewman@ncrapidresource.org](mailto:mnewman@ncrapidresource.org)

## Educational and Marketing Coordinator

The IAFT® Treatment Parent, Provider Staff, and Agency Educator is responsible for building awareness of IAFT® services and for developing the capacity to meet the demand of IAFT® families/parents across the State of NC through marketing and collaboration efforts with our Network Agencies. This position requires excellent marketing, organization, writing, training/facilitation, and communication skills. The position will require contacting, coordination, and frequent communication with community partners and stakeholders to inform about the services that the IAFT® model can provide, the benefits of the referral database, and the databases ability to provide statistical data with outcomes and barriers identified. IAFT® Treatment Parent, Provider Staff, and Agency Educator is a full-time salaried remote position which also requires traveling and overnight stays to facilitate trainings, attend conferences, marketing RRF at networking events, and conferences to further the company's Mission Statement.

### KNOWLEDGE AND SKILL REQUIREMENTS:

BS degree in human services field with at least 4 years in behavioral health working. MA preferred in social work or counseling. Must have experience facilitating large group training in person and virtually. Familiarity with the 5 treatment models preferred. Knowledge of state rules and regulations of treatment home licensure processes. Experience with enhanced services, strong clinical foundation of diagnosis, psychotropic medication, and trauma informed. Experience working with children and adolescent youth at risk. Proficient in computer utilization of word, MS Excel, PowerPoint, and Email

If interested in this position, email cover letter and resume to Meredith Newman, [mnewman@ncrapidresource.org](mailto:mnewman@ncrapidresource.org)