

The Epilepsy Foundation of Kentuckiana is a non-profit 501(c)3 health services organization dedicated to providing vital programs and services to the over 153,000 children, adults, and veterans living with epilepsy/seizure disorders and their loved ones in Kentucky and southern Indiana. With a service territory including 116 Kentucky counties and three counties in southern Indiana, the foundation's mission is to lead the fight to overcome the challenges of living with epilepsy and to accelerate therapies to stop seizures, find cures, and save lives.

**Title: Director of Client Services – FLSA: Exempt**

**To apply, email resume with three references to [dmcgath@efky.org](mailto:dmcgath@efky.org)**

**Qualifications:**

**Minimum:** Degree in Social Work (certified) and three years of experience working in health, human, or mental health services. Professional experience working with disability services, culturally diverse populations, and commitment to social justice. In addition, must possess excellent written, verbal, and public speaking skills.

**Position Overview:** This is a part-time position and reports to the Executive Director. The Director of Client Services is responsible for a variety of the Foundation's direct client services including social work, advocacy, and support.

**Clinical social work practice/services:**

- Evaluation/assessment, provisional diagnosis, treatment planning/recommendations, crisis intervention with daily coping in dealing with a chronic medical condition and mental health issues in various patient populations including pediatric, adolescent, adult, and geriatric.
- Ongoing intervention with individuals, groups, families, caregivers, providers, and referral to appropriate level of care and resources.
- Facilitate therapeutic support groups.
- Implement self-management program utilizing problem solving therapy for individuals with memory and attention difficulties to improve quality of life.

**Requirements:**

- Develop and manage budgets for client services, including financial assistance and support. Review financial reports and assure that revenues and expenses are maintained within established parameters.
- Conduct phone triage assessment.
- Maintain confidential client records of all services provided including phone contacts, correspondence and reports.
- Work as a liaison between the Foundation and the comprehensive epilepsy centers, and other health care providers specializing in epilepsy throughout our territory.
- Provide case management, crisis intervention, consultation and referrals to clients with epilepsy and those affected when personal, educational, medical, social, or legal difficulties develop/occur that may impede quality of life.
- Distribute agency brochures, newsletters, and educational materials to neurology offices, epilepsy clinics, and other healthcare facilities providing support to persons with epilepsy.
- Serve as ADA resource and advocate to persons with seizures related to their rights and responsibilities under the ADA, Rehabilitation Act, IDEA, Fair Housing Act, etc.

- Review and offer interpretation of psychological assessments and other disability documentation; verify eligibility for support services and determine appropriate accommodations.
- Work to create/maintain support groups.
- Develop strong working relationships with clients, healthcare and educational professionals throughout service area.
- Collaborate with community agencies to support the on-going needs of our client base in areas such as daycare programs, schools, employers, healthcare, first responders, etc.
- Participate in grant-writing and public policy development to establish new initiatives.
- Assist as needed with advocacy, fundraising, veterans, educational and events activities.
- Other duties as assigned by the Executive Director.

#### **Other duties**

- Prepare quarterly reports on client services for Board of Directors and any funding sources as requested.
- Responsible for travel throughout the state of Kentucky – must provide own and reliable transportation and auto insurance and a driving record with no major driving offenses.

#### **Knowledge/Skills/Abilities**

- Demonstrate integrity, passion and compassion, and enthusiasm for the day-to-day work to improve the lives of those affected by epilepsy and seizures.
- Be knowledgeable of the different social service agencies in Kentucky and southern Indiana.
- Strong organizational skills with the ability to prioritize and multi-task.
- Ability to communicate well – individually, in small groups, and public settings.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule forms.
- Self-starter, professional, problem solver, motivated, creative and caring.
- Appreciates being a team player in a small team environment that requires flexibility within the job and a willingness to assist other staff, when necessary, to accomplish organization's set goals.
- Not opposed to travel throughout assigned territory.
- Willingness to work beyond normal work hours and weekends, when necessary.
- Must provide own transportation, possess a valid driver's license, car insurance, and a driving record with no major driving offenses.
- Proficient computer skills and social networking platforms.