

BLACK FAMILY DEVELOPMENT, INC. IS HIRING!

CURRENT JOB OPENINGS

November 2021

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:

11 (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 25 families, and provide school-wide prevention services. 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.

Full-Time Payroll Specialist – Responsible for processing staff payroll and other finance department tasks as assigned. 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 are required as well. Associates degree in accounting. 3-5 years' experience in payroll processing. Working knowledge of payroll best practices.

Full-Time Parenting Time Transporter/Assistant - Transporter Tasks: Responsible for driving DHHS adult consumers, and adult consumers with minor children, to schedule supervised parent visitation sessions. Assistant Counselor Tasks: Provides supervised parenting time visitation assistance for low risk families as needed. Minimum of a high school diploma. Candidates must have experienced in child welfare & ensuring child safety, with experience working with families on parenting, child care, household management, nutrition, and budgeting.

Full-Time Medical Biller

The purpose of this position is to process behavioral, and physical, health claims for the agency. This position requires timely inputting of correct Current Procedural Terminology (CPT) codes, verifying diagnoses correspond with CPT billing codes being applied by Integrated Health team members, and other quality controls to protect the organization from risks posed by incorrect billing. Medical Billing Specialist will communicate/collaborate with internal staff, and when approved, external providers, in a prompt, informative, and courteous way. The BFDI Medical Billing Specialist shall also interact with other departments in order to obtain information needed to process claims. The Medical Billing Specialist will assist in the development of needed program services within the organization, in concert with their reporting manager, and perhaps other internal or external service providers. Medical Billing Specialist, as an essential team member, will participate in team meetings, productivity reviews, and in agency-sponsored events. High school diploma or equivalent required. Medical Billing and Coding certification preferred. Claims processing and/or medical office experience.

Full-Time Cost Accountant II- Billing Specialist

Position responsible for processing school-based billings monthly. The Billing Specialist must have knowledge in handling 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 Stats Reports (FSSR's), or Financial Expenditure Reports (FER's). The billing specialist is expected to compare budgets amounts. Primary job duties include preparation of required funder billing reports, and including expense support documentation and worksheets and monitoring billing report variances. Bachelor's Degree in Accounting or Finance preferred. Five years of accounting or finance experience with billing is desired. 2-4 years of experience in developing spread sheet allocations that support amounts billed to funders.

Full-Time Human Resources Generalist I

Seeking Human Resources (HR) Generalist I with zero - five (0-5) 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 Quality Specialist

The Quality Specialist will conduct quality assurance case record reviews, input credentialing data and outcome data, analyze data received to complete program quality reports, and engage with agency managers to help improve the overall quality of all agency services. Quality compliance review data and CARF compliance monitoring efforts are key position responsibilities to assist with fulfilling agency accreditation requirements. The Quality Specialist will assist in the implementation and development of the agency Continuous Quality Improvement department. Quality Specialist will participate in team meetings, help develop and implement Continuous Quality Improvement meetings, and support other agency-related activities. Minimum Bachelor's degree in human services or related field. Experience with auditing in a medical or human service industry. Entering quality assurance and other data to produce administrative reports that will be used for continuous quality improvement activities. Ability to collect and analyze data to establish and draw conclusions. Experience interpreting and applying agency program service and accreditation – related policy standards in reviewing agency wide services for compliance at various agency locations.

Full-Time Finance Director

Assists the CFO in managing daily financial operations, including accounts; payables, receivables, cost, assuring the prompt payment of bills, check reconciliations, and HR functions. Candidate will assure accurate maintenance of financial and accounting records, while managing the organization's annual and department contracts and budgets for functional areas and comparisons to actual results. Position will oversee fiscal office financial activities, report on revenue, train accounting staff, budget, manage risk, implement agency policies, and improving financial processes. Master's Degree in Business or Finance required. Minimum of 10 years of non - profit and banking experience with a focus on auditing, legal compliance and budget development is required. Candidate will have experience leading fiscal planning and finance office activities in a medium-to-large operationally effective organizations with multiple contracting and fiduciary responsibilities. Candidate must have the ability to translate financial information and effectively collaborate with non-finance colleagues. Knowledge of internal controls and risk management required; ability to develop and implement policies and procedures.

Full-Time Contract Manager

Assists the CEO, or designee with supporting existing, and new, business activities. Assure that the agency is complying with the terms, conditions, and specifications of contract(s). Responsible for the development of a process for the timely submission of program reports that facilitate contractual monitoring and reimbursement from funding sources. Master's degree required in Business, Finance, or Master's degree in similar industry; Eligible candidates must demonstrate experienced proficient in GAAP, GAAS, and Federal Budgeting Standards; Eligible candidates possess a minimum of three years of experience in administration of contracts; Ongoing knowledge of federal, regulatory, and other standards, including CARF standards; proficiency in Microsoft Office; proficiency with legal language and standard contract terms; ability to function with limited supervision; excellent communication skills, both written and verbal; ability to work flexible schedule; a valid driver's license and automobile insurance.

Full-Time Vice President of Performance Improvement and Development

The Vice President of Performance Improvement and Development is responsible for facilitating cross-program collaboration with agency managers to upgrade improvement standards agency-wide, and specific to each agency program/contract; develop 10 – general agency-wide service quality indicators for which data fields will be developed within the agency's electronic medical record; develop program-specific, measurable performance metrics for which data fields will be developed within the agency's electronic medical record; grant writing to build additional agency capacity; supporting program development, improvement, and sustainability. Upgrading existing agency-wide service quality indicators, and program-specific performance metrics, will be finalized by this position, and implemented in case work by program managers' data collection/supervision, and the direct staff implementing the services. A Master's degree with a minimum of 7 years of experience in program development from grant writing though service implementation; Experience deriving, implementing, and monitoring performance improvement indices in conjunction with agency leadership; utilization, intake, supervision, and credentialing. Strong knowledge of behavioral health accreditation and service quality standards. Strong history of team partnership. Willingness to learn, and to collaboratively develop performance and accountability systems with equity.

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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