

POSITION DESCRIPTION

POSITION TITLE:

Child/Adolescent Behavioral Specialist (MH Day Treatment)

CLASSIFICATION TITLE:

Client Services Provider IV

POSITION LOCATION:

Shenandoah County Public Schools
Frederick County Public Schools

POSITION UNDER THE SUPERVISION OF:

Child/Adolescent Day Treatment Coordinator or Site Supervisor (as appropriate)

POSITION SUMMARY:

Direct client service position responsible for providing case management, support, monitoring and intervention to day treatment program clients, developing, implementing and reviewing service plans, case recording, and collaborating with school personnel and other community resources and services.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists, supports, monitors and intervenes with clients in the day treatment program. Implements behavioral management programs as outlined in the service plan in an ethical and competent manner.
2. Participates in regular interdisciplinary staff meetings and accepts newly assigned cases, from transfers and new admissions.
3. Develops Individual Service Plans based on assessed needs, in consultation with supervisory staff, within the team model of service delivery.
4. Provides ongoing case management and behavioral interventions, based on assessed needs and goals of clients. This is done as the means of implementing appropriate services and developing effective alliances with clients, as well as maximizing client's functioning and community integration.

5. Reviews with the client and/or staff on a regular, but no less than quarterly, basis the progress made in reaching service goals so that the service plan can be modified as necessary to ensure that the goals and objectives are being achieved. Arranges for service re-authorizations and psychiatric medication evaluations and monitoring, as needed by program requirements.
6. Documents all client contacts on a timely basis including face-to-face, collateral and community contacts and maintains case records in compliance with agency, payor and regulatory standards.
7. Meets regularly with the immediate supervisor as a means of enhancing professional growth, reviewing and processing the provision of behavioral specialist and case management services, and dealing with appropriate administrative issues.
8. Monitors client's medication compliance and side effects and maintains close communications with the psychiatrist.
9. Maintains and submits non-billable service logs on a weekly basis, and maintains and submits billable documentation at assigned site.
10. Performs other duties, as assigned by the supervisor, which are consistent with the position and in compliance with agency policies and procedures.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

Child and adolescent development; the nature of serious emotional disturbances in children and adolescents, and/or the nature of substance abuse, depending on the population served, including clinical and developmental issues; treatment modalities and intervention techniques, such as behavior management, independent living skills training, supportive counseling, family education, crisis intervention, discharge planning and service coordination; services available in the community, including support services, primary health care and types of mental health, mental retardation and substance abuse programs and services; the service planning process and major components of a service plan; the use of medications in the care or treatment of the population served; all applicable federal and state laws, state regulations and local ordinances; general principles of record documentation; ethical and human rights standards for children's mental health treatment.

Skills:

Interviewing and assessing children, adolescents and families; effective behavioral and treatment interventions with children, adolescents, and families; observing, recording and reporting on an individual's and family's functioning; establishing effective working

relationships with internal agency staff, school personnel, and staff of other child-serving agencies; identifying and documenting an individual's need for resources; services, and other supports; using information from assessments, evaluations, observation, and interviews to develop service plans; formulating, writing, and implementing individualized service plans to promote goal attainment; identifying services within the community and established service system to meet the individual's needs; identifying community resources and organizations and coordinating resources and activities; coordinating the provision of services by diverse public and private providers; using assessment tools (e.g. Child and Adolescent Functional Assessment Scale, genograms, etc.).

Abilities:

Interact therapeutically with troubled children, youth and their families; work as team member, maintaining effective inter- and intra-agency working relationship; work independently performing position duties under general supervision; engage and sustain ongoing supportive relationships with children, adolescents and families receiving services; demonstrate a positive regard for individuals and their families; communicate effectively, verbally, and in writing; exercise sound judgment; exhibit a positive attitude and represent the agency in a positive manner to external agencies and individuals; maintain confidentiality.

Qualifications:

Must possess a combination of relevant experience, education, and training which indicates the possession of knowledge, skills, and abilities necessary to perform essential job duties. Bachelor degree in relevant human services field required and status of QMHP.

SALARY RANGE:

Level 4F

FLSA STATUS:

Exempt

VERIFICATION OF ACCEPTANCE OF POSITION RESPONSIBILITIES:

This is to certify that I have read the above position description and accept the duties and responsibilities required of this position.

Employee's Signature

Date

Immediate Supervisor's Signature

Date

Chief Operational Officer's Signature

Date

Chief Executive Officer's Signature

Date

Effective Date: July 2004
Attached: Organizational Chart

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