

COLONIAL INTERMEDIATE UNIT 20  
6 Danforth Drive  
Easton, Pennsylvania 18045-7899

**POSITION DESCRIPTION**

**POSITION:** Mental Health Treatment Specialist  
Community Liaison  
Life Skills, Multidisabilities and Physical Support Programs

**CLUSTER:** Not Applicable

**QUALIFICATIONS:** Master's Degree in a recognized related Mental Health clinical discipline, educational classroom experience. Flexible hours may be required based on individualized client needs.

**REPORTS TO:** Supervisor of Special Education

**CLINICAL CONSULTATION:** Psychologist/Consulting Psychologist  
Service Facilitator

**LOCATION:** Life Skills, Multidisabilities and Physical Support Classes in Colonial Intermediate Unit 20

**JOB GOAL:** To Provide direct intense treatment that will focus on helping students learn to respond to their daily environment in a practical and productive manner. Emphasis will be placed on students' current needs, functions, support systems and agency involvement, as they relate to educational needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. To direct clinical activities as needed.
2. To facilitate individual or group therapy sessions in the school setting.
3. To meet individually with students to discuss mental health concerns.
4. To provide classroom management strategies to the staff.
5. To develop and direct the implementation of behavior management plans.
6. To provide crisis intervention and stabilization strategies on an immediate need basis.
7. To work with families on a regular and as needed basis as determined by CIU staff.
8. Be part of a collaborative team to provide services from least restrictive to most restrictive placements when needed.

9. To coordinate the student's emotional/personal needs and educational strategies/approaches with staff.
10. To generate and direct appropriate therapeutic and psychiatric intervention strategies for students in the Life Skill, Multidisabilities and Physical Support Classes.
11. To assist in the development, implementation, and evaluation of IEP's, behavioral plans, and individual treatment needs.
12. To maintain regular contact with appropriate agencies, school district, administration and staff.
13. To contribute towards the development and maintenance of an environment, which is non-threatening, safe, nurturing, and where the students feel respected, accepted, and welcomed.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. To complete all required paperwork under the IDEA regulations and the Mental Health regulations.
2. To develop and maintain crisis plans for students in collaboration with educators.
3. To assist the staff in developing transitional plans.
4. To prepare for and participate in staff training sessions.
5. To attend hearings when subpoena or when needed on students in the program.
6. To assist staff in developing strategies to include student back into regular education.
7. Attend Interagency, parent, transition council and Cordero meetings as requested.
8. Act as a liaison between Life Skills, Multidisabilities and Physical Support staff and personnel for transitioning students into the community.
9. Attend IEP intake meetings for the Life Skills, Multidisabilities and Physical Support classes.
10. To perform other duties as directed by supervisory staff.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

7/1/04

## **MENTAL HEALTH TREATMENT SPECIALIST – COMMUNITY LIAISON**

### **Standards of Performance**

The Mental Health Treatment Specialist/Community Liaison for Life Skills, Multidisabilites and Physical Support will report to the Supervisor of Special Education.

The standards of performance of this position are:

**1. Family Intervention**

To facilitate and provide family intervention services for students and families.

(30)

**2. Clinical Services in Life Skills, Multidisabilities and Physical Support**

To provide direct clinical services to students in Life Skills, Multidisabilities and Physical Support classes.

(30)

**3. Consultation Teaming**

To consult with Life Skills, Multidisabilities and Physical Support staff and functions as a collaborative team member in provision of clinical services.

(30)

**4. Other**

Other duties as directed by the Supervisor of Special Education.

(10)

## **MENTAL HEALTH TREATMENT SPECIALIST – COMMUNITY LIAISON**

### **Standards of Performance**

1. Satisfactory performance in providing family intervention in the Life Skills, Multidisabilities and Physical Support Program will be attained when:
  - 1.1 Contact with families is initiated through phone consultation and/or home visits.
  - 1.2 Contact with families is documented in casenotes.
  - 1.3 Family counseling is provided and documented on a regular basis.
  - 1.4 Assistance is provided to families in accessing medical assistance as needed.
  - 1.5 Referral for and assistance in attending needed evaluations for families is documented on a regular basis.
  - 1.6 Participation in interagency meetings to assess family needs and facilitate service provision is documented on a regular basis.
  - 1.7 Assist in providing parent support services through parent support groups and/or parent training programs as needed/directed.

## **MENTAL HEALTH TREATMENT SPECIALIST – COMMUNITY LIAISON**

### **Standards of Performance**

2. Satisfactory performance in respect to completing documentation in the Life Skills, Multidisabilities and Physical Support program will be attained when:
  - 2.1 Treatment plans, goals, and other required documentation under the IDEA regulations and the Mental Health regulations are completed.
  - 2.2 Documentation is evidenced for individual students in the Life Skills, Multidisabilities and Physical Support program.
  - 2.3 A crisis plan is developed and maintained for students.
  - 2.4 Assistance is given to the staff in developing transitional plans, IEP's and CER's.
  - 2.5 A monthly report is developed and given to the Supervisor of Special Education detailing the contacts, counseling sessions, and meetings with staff, parents, and district personnel.

## **MENTAL HEALTH TREATMENT SPECIALIST – COMMUNITY LIAISON**

### **Standards of Performance**

3. Satisfactory performance in respect to other duties will be attained when:
  - 3.1 Functions as a collaborative team member.
  - 3.2 Models the collaborative solution focused model.
  - 3.3 Establishes and maintains a positive friendly relationship and presence with staff/district by attending meetings, assisting with the resolution of problems and provides needed support to maintain a consumer friendly environment.
  - 3.4 Other duties directed by the supervisory staff are completed.

07/01/05