

POSITION DESCRIPTION

- TITLE:** Mental Health Treatment Specialist – Partial Hospitalization Program
- CLUSTER:** Not Applicable
- QUALIFICATIONS:** Master's Degree in a recognized related Mental Health Clinical Discipline. Flexible hours may be required, based on individualized client needs.
- REPORTS TO:** Treatment Coordinator and/or the Supervisor of Clinical Support
- LOCATION:** Partial Hospitalization Program location in Colonial Intermediate Unit 20
- JOB GOAL:** To provide direct, intense treatment that will focus on helping clients learn to respond to their daily environment in a practical and productive manner. Emphasis will be placed on client's current needs, functions, and support systems, as they relate to mental health treatment and educational needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Treatment Planning and Preparation.
To demonstrate knowledge of content, client, and resources.
To select treatment goals and assess outcomes.
2. The Therapeutic Milieu
To create a respectful environment and establish a therapeutic culture.
To manage therapeutic procedures and client behaviors in an organized, safe, and nurturing environment.
3. Direct Therapeutic Services
To communicate clearly and accurately to family and client.
To use therapeutic, flexible strategies that engage clients and provide feedback.
4. Profession Responsibilities
To follow the Intermediate Unit 20's policies and procedures and best practice of his/her profession.
To show professionalism and growth within his/her profession.
To maintain a professional relationship with families, community, and colleagues.
5. Other
To perform other duties, as directed by the Level IV Treatment Coordinator and/or the Level III Supervisor of Clinical Support.

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, as requested by his/her supervisor.

Terms 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.

Evaluations of job performance will take place twice yearly.

MENTAL HEALTH TREATMENT SPECIALIST

The Mental Health Treatment Specialist will report to and be responsible to the Level IV Treatment Coordinator and/or the Level III Supervisor of Clinical Support.

The standards of performance of this position are:

1. Treatment Planning and Preparation

(25 points)

2. The Therapeutic Milieu

(20 points)

3. Direct Therapeutic Services

(25 points)

4. Profession Responsibilities

(25 points)

5. Other

(5 points)

MENTAL HEALTH TREATMENT SPECIALIST

Standards of Performance

1. Satisfactory performance in respect to Treatment Planning and Preparation will be attained when:
 - 1.1 Demonstrating knowledge of content.
 - Employee demonstrates solid understanding of the content and its prerequisite relationships and connections with other disciplines.
 - 1.2 Demonstrating knowledge of clients.
 - Employee demonstrates thorough knowledge of clients' backgrounds, skills, and interests, and uses this knowledge to plan for behavioral interventions for groups of clients.
 - 1.3 Selecting treatment goals.
 - Employee's treatment goals reflect high level potential for client growth.
 - Employee's treatment goals are adapted, when necessary, to the needs of individual clients and permit viable methods of assessment.
 - 1.4 Demonstrating knowledge of resources.
 - Employee actively seeks and utilizes resources for therapeutic purposes in Colonial Intermediate Unit 20, professional organizations, school, and larger communities.
 - 1.5 Assessing client therapeutic outcomes.
 - The employee's plan for client assessment is fully aligned with the therapeutic goals and has clear assessment criteria and standards.
 - Data is utilized to gauge the client's response to treatment.

MENTAL HEALTH TREATMENT SPECIALIST

Standards of Performance

2. Satisfactory performance in respect to completing the Therapeutic Milieu will be attained when:

2.1 Creating an environment of respect and rapport.

- Therapeutic interactions between employee, client, and family are highly respectful, reflecting genuine warmth and caring toward others.
- Clients themselves insure maintenance, high levels of civility among program members.
- Accommodations for families occur regularly, 20-day meetings are productive and inclusive of all team members.
- There is the presence of a professional demeanor and maintenance of a consumer friendly environment.

2.2 Establishing a culture for therapeutic growth.

- The environment fosters clients to assume much of the responsibility for progression of their therapeutic goals.
- Clients take initiative and responsibility for their treatment.

2.3 Management of therapeutic procedures.

- Therapeutic interventions and procedures are seamless in their operation.
- Employee's monitoring of client behavior is subtle and preventive.
- Employee's response to client's misbehavior is sensitive to individual client's needs.
- Employee evidences mentoring and professional guidance of Mental Health Worker.

2.4 Managing client behavior.

- Employee's monitoring of client behavior is subtle and preventive.
- Employee's response to client's targeted behavior is sensitive to individual client's needs.

2.5 Organizing physical space.

- A safe and nurturing environment is maintained.

2.6 If necessary, TACT-2 de-escalation and safety techniques as received at the annual training are used.

- Certification in crisis management is completed annually.

MENTAL HEALTH TREATMENT SPECIALIST

Standards of Performance

3. Satisfactory performance in respect to Direct Therapeutic Services will be attained when:

3.1 Communicating clearly and accurately.

- Employee's oral and written communication is clear and expressive, anticipating possible family and client misconceptions.

3.2 Using the appropriate therapeutic strategies.

- Individual, group, and family interventions are delivered with a high degree of success.
- Family needs are accessed and met regularly.
- Client cases are managed efficiently.
- Employee evidences the use of empirically based therapeutic interventions.

3.3 Engaging clients in therapeutic activities

- The purpose and scope of therapeutic activities are explained to clients and families.
- Pre and post groups are facilitated.
- Appropriate documentation is completed.
- Clients are motivated and engaged.

3.4 Providing feedback to clients.

- Employee's feedback to clients is timely and of consistently high quality, and clients make use of the feedback in their personal growth.

3.5 Demonstrating flexibility and responsiveness.

- Employee is highly responsive to client's interests and questions, making major treatment adjustments, if necessary, and persists in ensuring the success of all clients.

MENTAL HEALTH TREATMENT SPECIALIST

Standards of Performance

4. Satisfactory performance in respect to Professional Responsibilities will be attained when:
 - 4.1 Following Intermediate Unit 20's policies and procedures.
 - The employe complies with all policies and procedures required, without reminders, in a timely and accurate fashion.
 - 4.2 Reflecting on the practice of his/her profession.
 - Employe complies with all standards of best practices principles with a positive and enthusiastic attitude.
 - Employe demonstrates a respectful and culturally sensitive manner in dealing with clients, parents, and other professionals.
 - Successful completion of more than 36 hours or 15 CEU's.
 - Enrollment in a degree program.
 - 4.3 Communicating with families.
 - Employe communicates frequently and sensitively with families and successfully engages them in the therapeutic program.
 - Communication between the client and family is fostered.
 - 4.4 Contributing to the school and community.
 - Employe is seen as a professional resource within the school and community.
 - Positive relationships are maintained with colleagues.
 - Active involvement in appropriate school and community activities.
 - 4.5 Growing and developing in his/her profession.
 - Employe makes a substantial contribution to the profession through such activities as piloting new programs, mentoring new employes, and actively pursuing professional development.

4.6 Showing professionalism.

- Employee is able to accept constructive criticism, as it is intended.
- Employee demonstrates the ability to follow written and oral direction.
- Employee demonstrates the appropriate use of time, as it relates to support staff, family and agencies.
- Outstanding work ethic, as evidenced by attendance.
- Sick leave is utilized judiciously.
- Commitment to the program is evident.
- Adheres to Intermediate Unit policies.
- Confidentiality is maintained in all aspects of the Resolve Behavioral Health Services program.
- Attendance at hearings occurs when needed.

MENTAL HEALTH TREATMENT SPECIALIST

Standards of Performance

5. Satisfactory performance in respect to other duties will be attained when:
 - ER's are completed according to PA Special Education Regulations.
 - Other duties directed by the supervisory staff are completed.