

COLONIAL INTERMEDIATE UNIT 20

JOB DESCRIPTION

AND

STANDARDS OF PERFORMANCE

MENTAL HEALTH WORKER

ALTERNATIVE EDUCATION / EMOTIONAL SUPPORT  
COLONIAL ACADEMY

2010-2011

July 1, 2010

COLONIAL INTERMEDIATE UNIT 20  
6 Danforth Drive  
Easton, Pennsylvania 18043-7899

**POSITION DESCRIPTION**

<b>POSITION:</b>	Mental Health Worker- Alternative Education or Emotional Support Program – Colonial Academy
<b>CLUSTER:</b>	Cluster 6A
<b>QUALIFICATIONS:</b>	Bachelor's Degree Ability to work flexible hours.
<b>REPORTS TO:</b>	Principal of Colonial Academy, Clinical Coordinator at Colonial Academy, and the Supervisor of Clinical Support for Resolve Behavioral Health Services
<b>LOCATION:</b>	Alternative Education Program of Colonial Intermediate Unit 20 (Colonial Academy)
<b>JOB GOAL:</b>	Performs direct treatment and monitors duties in a supportive role to meet individualized treatment needs of assigned students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. To participate in group therapy sessions as a co-leader under the direction of the Master's Level Trained Professional.
2. To make parent contacts (visits) as coordinated through CASSP/MDE Wraparound/IEP staffing.
3. To assist in the gathering of intake and exit criteria necessary for program intervention.
4. To assist in the crisis intervention and stabilization strategies as directed by Master's Level Training Professional.
5. To work in collaborative professional teams.
6. To contribute towards development and maintenance of an environment which is non-threatening, safe, nurturing, and where the students feel respected, accepted, and welcomed.
7. To ensure effective and efficient school operations by maintaining confidentiality.
8. To strive to continuously improve on work quality and efficiency.

9. To establish and maintain a positive friendly relationship and presence with staff/district by attending meetings, assisting with the resolution of problems, providing needed support, and maintaining a consumer friendly environment.
10. To assist students in the “aftercare” program in their home schools.

**OTHER MAJOR DUTIES AND RESPONSIBILITIES:**

1. To assist in matters of documentation of student behavior, attendance, record maintenance, end of the year reports, and other reports as requested.
2. To serve as a support staff member for treatment component.
3. To assist in the coordination of Action Service Plan as created by Wraparound/IEP staffing.
4. To assist in the development of community/agency liaison services as directed by Master’s Level Trained Professionals.
5. To conduct formal and informal assessments as directed by Master’s Level Trained Professionals.
6. To attend hearings when served on subpoena or as needed for Resolve Behavioral Health Services students.
7. To perform other duties as directed by Principal of Colonial Academy, Clinical Coordinator at Colonial Academy, and the Supervisor of Clinical Support for Resolve Behavioral Health Services.

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.

## **MENTAL HEALTH WORKER – ALTERNATIVE EDUCATION**

### **Standards of Performance**

The Mental Health Worker-Alternative Education will report to and be responsible to the Principal of Colonial Academy, the Clinical Coordinator at Colonial Academy, and the Supervisor of Clinical Support for Resolve Behavioral Health Services. The standards of performance to the position are:

1. **Treatment/Educational**

To facilitate treatment/educational strategies for the assigned student population.

(60 Points)

2. **Monitoring Services**

To provide monitoring services along with the Principal of Alternative Education Programs, Mental Health Treatment Specialist, and the Department of Public Welfare on each individual client plan.

(20 Points)

3. **Other Duties and Responsibilities**

To be responsible for all other duties as assigned by Principal of Colonial Academy, Clinical Coordinator at Colonial Academy, and the Supervisor of Clinical Support for Resolve Behavioral Health Services.

(20 Points)

## **MENTAL HEALTH WORKER – ALTERNATIVE EDUCATION**

### **Standards of Performance**

1. Satisfactory performance in respect to providing treatment and educational strategies will be attained when:
  - 1.1 To participate in group therapy sessions as a co-leader under the direction of the Master's Level Trained Professional.
  - 1.2 To assist in crisis intervention and stabilization strategies as directed by the Master's Level Trained Professional.
  - 1.3 To contribute towards development and maintenance of an environment which is non-threatening, safe, nurturing, and where the students feel respected, accepted, and welcome.
  - 1.4 To serve as a support staff member for treatment component.
  - 1.5 Supports and/or accompanies students in teacher-planned activities.
  - 1.6 To conduct formal and informal assessments as directed by Master's Level Trained Professional.
  - 1.7 Assists student in orderly, safe, and efficient transition between activities with attention to special student needs.
  - 1.8 Assists the teacher with classroom management and assumes classroom management when the teacher's schedule is interrupted by a parent, supervisor, or an emergency.
  - 1.9 Operates classroom and office equipment.
  - 1.10 Arrives at the designated job site according to the established work schedule and adheres to the established work schedule.
  - 1.11 Communicates and works cooperatively with teachers and students to meet students' needs.
  - 1.12 Physically lifts and/or assists any student as required by students' physical needs.

## **MENTAL HEALTH WORKER – ALTERNATIVE EDUCATION**

### **Standards of Performance**

2. Satisfactory performance in respect to monitoring services along with Principal of Colonial Academy, Clinical Coordinator at Colonial Academy, Mental Health Treatment Specialist, and the Department of Public Welfare on each individualized client plan will be attained when:
  - 2.1 Treatment and educational records are written and reviewed on a regular basis to insure compliance with pertinent regulations.
  - 2.2 To assist in matters of documentation of student, behavior, attendance, record maintenance, end of year reports and other reports as requested.
  - 2.3 Provides teacher with continuous feedback concerning students' progress, students' behavior, and incidents which effect students' well-being.
  - 2.4 Ensure effective and efficient school operations by maintaining confidentiality.

## **MENTAL HEALTH WORKER – ALTERNATIVE EDUCATION**

### **Standards of Performance**

3. Satisfactory performance in the provision of all other duties and responsibilities as assigned by the Principal of Colonial Academy, the Clinical Coordinator at Colonial Academy and the Supervisor of Clinical Support for Resolve Behavioral Health Services:
  - 3.1 There is evidence that other duties, which are requested or directed by the Principal of Colonial Academy, the Clinical Coordinator at Colonial Academy, and/or the Supervisor of Clinical Support for Resolve Behavioral Health Services, to be performed are completed and followed through on.