

COLONIAL INTERMEDIATE UNIT 20

JOB DESCRIPTION

AND

STANDARDS OF PERFORMANCE

MENTAL HEALTH WORKER – EMOTIONAL SUPPORT

2010-2011

July 1, 2010

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

POSITION DESCRIPTION

POSITION:	Mental Health Worker - Emotional Support
CLUSTER:	Cluster 6A
QUALIFICATIONS:	Bachelor's Degree Ability to work flexible hours.
REPORTS TO:	Treatment Coordinator and Supervisor of Clinical Support
CLINICAL CONSULTATION:	Treatment Coordinator, Supervisor of Clinical Support and/or Management Assistant
LOCATION:	Emotional Support Classes in CIU 20 Programs
JOB GOAL:	Performs direct treatment in a supportive role to meet individualized treatment needs of assigned students. Crisis Intervention.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Treatment and Educational Services
To facilitate and provide treatment and educational strategies for the assigned student population.
2. Monitoring Services
To provide monitoring services along with the Treatment Coordinator, Supervisor of Clinical Support, and/or Management Assistant on each individual treatment plan to ensure compliance with the Department of Public Welfare standards and Colonial Intermediate Unit 20 standards.
3. Other Duties and Responsibilities
To be responsible for all other duties as assigned by the Treatment Coordinator and Supervisor of Clinical Support and/or Management Assistant.

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 – EMOTIONAL SUPPORT

Standards of Performance

The Mental Health Worker – Emotional Support will report to and be responsible to the Treatment Coordinator and the Supervisor of Clinical Support. The standards of performance to the position are:

1. Treatment and Educational Services

To facilitate and provide treatment and behavioral strategies for the assigned student population. (60)

2. Monitoring Services

To provide monitoring services along with the Treatment Coordinator and/or Management Assistant on each individual treatment plan to ensure compliance with the Department of Public Welfare Standards and IEP goals to ensure compliance with PDE standards. (20)

3. Other Duties and Responsibilities

To be responsible for all other duties as assigned by the Treatment Coordinator, Supervisor of Clinical Support, and/or Management Assistant. (20)

MENTAL HEALTH WORKER – EMOTIONAL SUPPORT

Standards of Performance

1. Satisfactory performance in respect to providing treatment and educational strategies will be attained when:
 - 1.1 There is evidence of participation in group therapy sessions as a co-leader or leader under the supervision of the Management Assistant and/or Level IV Treatment Coordinator.
 - 1.2 There is evidence of provision of individual sessions as they relate to IEP goals under the direction of the Management Assistant.
 - 1.3 There is evidence of crisis intervention and stabilization strategies directed by the Behavioral Crisis Plan.
 - 1.4 A contribution is made towards the development and maintenance of an environment, which is non-threatening, safe, nurturing, and where the students and their families feel respected, accepted, and welcome.
 - 1.5 Assistance is provided in conducting formal and informal assessments as directed by the Management Assistant.
 - 1.6 Support and/or accompaniment is provided to students in teacher planned activities.
 - 1.7 Assistance is provided to students in order to facilitate safe and efficient transition between activities with attention to facilitate student's individual needs.
 - 1.8 Assistance is provided to the teacher with classroom management and classroom management is provided independently when the teacher's schedule is interrupted by a parent, supervisor, or an emergency.
 - 1.9 Classroom and office equipment is operated in a safe and efficient manner.
 - 1.10 The Mental Health Worker arrives at the designated job site according to the established work schedule adheres to the established work schedule, and when necessary, shifts the established work schedule to meet student and program needs.
 - 1.11 There is evidence of effective communication and working cooperatively with teachers and students to meet student needs.
 - 1.12 There is evidence of adherence to legal and ethical standards in the provision of mental health and educational services.
 - 1.13 The solution-focused approach is modeled and adhered to on a consistent basis.
 - 1.14 There is evidence of collaboration with all agency involvement with each student. Section 4 MHW folder.

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Standards of Performance

2. Satisfactory performance in respect to monitoring services along with Treatment Coordinator and/or the Management Assistant on each individualized treatment plan to ensure compliance with the Department of Public Welfare Standards will be attained when:
 - 2.1 Records are kept and reviewed on a regular basis to insure compliance with pertinent regulations.
 - 2.2 Assistance is provided in matters of documentation of student, behavior, attendance, record maintenance, end of year reports and other reports as requested.
 - 2.3 There is evidence that the teacher, Management Assistant, and/or Level IV Treatment Coordinator are provided with continuous feedback concerning students' progress, students' behavior, and incidents which effect students' well being.
 - 2.4 Confidentiality of privileged information is maintained for all students.
 - 2.5 Assistance is provided in the gathering of data relevant to intake and exit criteria necessary for program intervention.

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Standards of Performance

3. Satisfactory performance in the provision of “Other” will be attained when:
 - 3.1 Attendance and participation in meetings as required is documented.
 - 3.2 There is evidence that clinical supervision is sought to improve clinical skills and ensure effective provision of interventions.
 - 3.3 There is evidence of regular communication with and a positive cooperative relationship with parents. To work in collaborative professional teams.
 - 3.4 Other duties as directed by the Treatment Coordinator, Supervisor of Clinical Support, and/or Management Assistant are performed.
 - 3.5 Other duties are performed as directed by the Supervisory Staff.
 - 3.6 A positive friendly relationship and presence with staff/district is established and maintained by attending meetings, assisting with the resolution of problems, providing needed support, and maintaining a consumer friendly environment.
 - 3.7 Work is performed in a neat, accurate, and timely manner.
 - 3.8 Training is attended, participated in, and documented as requested by the Supervisory Staff.
 - 3.9 If necessary, TACT-2 de-escalation and safety techniques as received at the annual training are used.