

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

POSITION DESCRIPTION

<b>POSITION:</b>	Mental Health Worker – Multiple Disabilities Support
<b>CLUSTER:</b>	Cluster 6A
<b>QUALIFICATIONS:</b>	Bachelor's Degree Ability to work flexible hours.
<b>REPORTS TO:</b>	Level III Supervisor
<b>LOCATION:</b>	Multiple Disabilities Classes in Colonial Intermediate Unit 20
<b>JOB GOAL:</b>	Performs and monitors duties in a supportive role to meet individualized needs of assigned students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Treatment and Educational Services  
To facilitate and provide educational strategies for the assigned student population.
2. Monitoring Services  
To provide monitoring services on each individual treatment plan to ensure compliance with the IEP (Individualized Education Program)
3. Other Duties and Responsibilities  
To be responsible for all other duties as assigned by the Supervisor of the Multiple Disabilities Program.

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 – MULTIPLE DISABILITIES SUPPORT**

### **Standards of Performance**

1. Satisfactory performance in respect to providing educational strategies will be attained when:
  - 1.1 Assistance is provided in crisis intervention and stabilization strategies.
  - 1.2 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.
  - 1.3 Assistance is provided in conducting formal and informal assessments.
  - 1.4 Support and/or accompaniment is provided to students in teacher planned activities.
  - 1.5 Assistance is provided to students in order to facilitate safe and efficient transition between activities with attention to facilitate student's individual needs.
  - 1.6 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.
  - 1.7 Classroom and office equipment is operated in a safe and efficient manner.
  - 1.8 The Mental Health Worker arrives at the designated job site according to the established work schedule and adheres to the established work schedule, and when necessary, shifts the established work schedule to meet student and program needs.
  - 1.9 There is evidence of effective communication and working cooperatively with teachers and students to meet student needs.
  - 1.10 There is evidence of adherence to legal and ethical standards in the provision of mental health and educational services.
  - 1.11 The solution-focused approach is modeled and adhered to on a consistent basis.

## **MENTAL HEALTH WORKER – MULTIPLE DISABILITIES SUPPORT**

### **Standards of Performance**

2. Satisfactory performance in respect to monitoring services on each individualized behavior plan to ensure compliance with the Individualized Education Plan will be attained when:
  - 2.1 Educational records are written and reviewed on a regular basis to ensure compliance with pertinent regulations.
  - 2.2 Assistance is provided in matters of documentation of student, behavior, attendance, record maintenance, progress reports, end of year reports and other reports as requested.
  - 2.3 There is evidence that the teacher is 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.

## **MENTAL HEALTH WORKER – MULTIPLE DISABILITIES SUPPORT**

### **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 supervision is sought to improve skills and ensure effective provision of interventions.
  - 3.3 There is evidence of regular communication with and a positive cooperative relationship with parents in order to work in collaborative professional teams.
  - 3.4 To perform other duties as directed by the Supervisor of the Multiple Disabilities Support Program.
  - 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.