

COLONIAL INTERMEDIATE UNIT 20

**JOB DESCRIPTION
AND
STANDARDS OF PERFORMANCE**

**MENTAL HEALTH WORKER
PARTIAL HOSPITALIZATION PROGRAM**

2010-2011

July 1, 2010

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

POSITION DESCRIPTION

TITLE: Mental Health Worker - Partial Hospitalization Program

CLUSTER: 6A

QUALIFICATIONS: Bachelor's Degree
Flexible hours may be required based on individualized client needs

REPORTS TO: Treatment Coordinator and/or Supervisor of Clinical Support

LOCATION: Partial Hospitalization Program location in Colonial Intermediate Unit 20

JOB GOAL: Performs direct treatment, counseling, and monitorial duties in a supportive role to meet individualized treatment needs of assigned students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Clinical Services in the Partial Hospitalization Program

Under the direction of the Level IV Treatment Coordinator, will provide clinical services to clients in the Partial Hospitalization Program.
2. Documentation in the Partial Hospitalization Program

Under the direction of the Level IV Treatment Coordinator, will provide assistance with documentation as per the Department of Public Welfare and the Pennsylvania Department of Education Regulations, as well as best practices in the provision of mental health services.
3. Wraparound Services

Under the direction of the Level IV Treatment Coordinator, will collaborate with others in the provision of mental health services for clients in the Partial Hospitalization Program.
4. Other Duties

Will perform other duties as directed by the Level IV Treatment Coordinator and/or the 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 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.

Evaluations of job performance will take place twice yearly.

MENTAL HEALTH WORKER

STANDARDS OF PERFORMANCE

The Mental Health Worker will report to and be responsible to the Level IV Treatment Coordinator and/or the Supervisor of Clinical Support in the Resolve Behavioral Health Services program.

The standards of performance of this position are:

1. **Clinical Services in the Partial Hospitalization Program**

(30 points)

2. **Documentation in the Partial Hospitalization Program**

(30 points)

3. **Wraparound Services**

(30 points)

4. **Other**

(10 Points)

MENTAL HEALTH WORKER

Standards of Performance

1. Satisfactory performance in respect to providing clinical services in the Partial Hospitalization Program will be attained when:
 - 1.1 Participation in group therapy as a co-leader under the direction of the treatment specialist occurs daily.
 - 1.2 Individual therapy under the direction of the treatment specialist occurs weekly for each client.
 - 1.3 Interagency meetings occur every 20-service days for each client under the direction of the Mental Health Treatment Specialist.
 - 1.4 Intake and exit criteria is gathered for program intervention.
 - 1.5 Crisis intervention and stabilization strategies are utilized under the direction of the Mental Health Treatment Specialist as necessary.
 - 1.6 Formal and informal assessments are conducted as directed by the Mental Health Treatment Specialist.
 - 1.7 There is evidence of working in collaborative professional teams.
 - 1.8 There is evidence of modeling solution-focused collaboration as designed by Intermediate Unit Administrative Staff.
 - 1.9 There is contribution towards the development and maintenance of an environment which is non-threatening, safe, nurturing, and where the clients feel respected, accepted, and welcomed.
 - 1.10 If necessary, TACT-2 de-escalation and safety techniques as received at the annual training are used.
 - 1.11 There is evidence of appropriate response to Mental Health Treatment Specialist mentoring and professional guidance.
 - 1.12 Therapeutic Milieu is evidenced through collaborative teaming and displayed outwardly utilizing "Roll Out" methodology blending treatment and education during all milieu opportunities daily.

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Standards of Performance

2. Satisfactory performance in respect to completing documentation in the Partial Hospitalization Program will be attained when:
 - 2.1 Client behavior, attendance, record maintenance, end of the year reports, encounter forms, statistics, and other reports as requested are evidenced.
 - 2.2 Assistance is provided to the Mental Health Treatment Specialist in writing treatment plans, goals, and checklists.
 - 2.3 A crisis plan is developed and maintained for each client under the direction of the Mental Health Treatment Specialist.
 - 2.4 Daily documentation is evidenced for each client in the Partial Hospitalization Program under the direction of the Mental Health Treatment Specialist.

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Standards of Performance

3. Satisfactory performance in respect to wraparound services will be attained when:
 - 3.1 Parent contacts are conducted on a regular basis.
 - 3.2 Collaboration occurs with community agencies and school district personnel.
 - 3.3 Attendance at hearings occurs when needed.
 - 3.4 There is the presence of a professional demeanor and maintenance of a consumer friendly environment.
 - 3.5 Attendance at trainings and CIU 20 meetings occur as they are scheduled.

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Standards of Performance

4. Satisfactory performance in respect to other duties will be attained when:
 - 4.1 Confidentiality is maintained in all aspects of the Resolve Behavioral Health Services program.
 - 4.2 Other duties as directed by CIU 20 Administrative staff are completed.