

CCRES
406 Boot Road, Downingtown, PA 19335

JOB DESCRIPTION

Position Title: Mental Health Specialist – PT (Part-time)

Reports To: Director of Human Resources

SUMMARY OF POSITION:

The Mental Health Specialist - PT (MHS-PT) will provide insight into family dynamics, and provide support and assistance in the development of adaptive skills in order for the child or adolescent to take a more positive role in the school, home, and the community. Position primarily provides intensive therapeutic services for one (1) hour per day, five (5) days per week in the client's home setting prior to school hours assisting the client to achieve the motivation to attend school based program. MHS will transfer coping skills and interventions to parent/caregiver. Services are provided for an extended period of weeks or months. The MHS may be required to transport client from home setting to school-based program. Master's Degree in Counseling is preferred. Bachelor's degree in Counseling, Psychology, Social Work, or Education is minimally required with current enrollment in a clinical program and at least six (6) months of work experience providing therapeutic services to individuals or families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Review and provide assessment of the child and ensure medical necessity for the child's involvement in the service.
- B. Provide insight into the dynamics of the school, family and community.
- C. Provide support and assistance in the development of adaptive skills in order for the child to take a more positive role in the school, family, and community.
- D. Provide child centered, family focused, individual and family psychotherapy.
- E. Conduct sessions with the child or adolescent, family, school, community members.
- F. Be a clinical leader and develop a treatment plan at ITM (as necessary).
- G. Develop a 24-hour crisis plan.
- H. Collaborate with treatment team members to monitor effectiveness of treatment plans.
- I. Participate in interagency service and planning meetings to ensure consistency in all treatment settings.
- J. Complete appropriate paperwork and documentation as required for the position.
- K. Complete all training and supervisory requirements as directed.
- L. Comply with all requirements of the Department of Public Welfare for the provision of such services.
- M. Maintain all qualifications specified by the Department of Public Welfare or any other state or federal agency having jurisdiction over the provision of such services and shall participate in such training as may be required.
- N. Adhere to mandated timelines in providing services to students and family.
- O. Maintain such confidentiality as required by federal and/or state law in the provision of such services.
- P. Comply with service policies and procedures manual of CCIU Provider 50 client.
- Q. Comply with HIPAA business associate agreements.
- R. Perform other duties as may be required by CCRES.

DIMENSIONS:

The Mental Health Specialist will be assigned to the CCIU Advanced Clinical Services ATTEND Program. The primary function is to provide child centered, family focused, individual and family psychotherapy to clients assigned by the CCIU Advanced Clinical Services ATTEND Program. The Mental Health Specialist will deliver services in the counties of Berks, Bucks, Chester, Delaware, Lancaster, Lebanon, and Montgomery.

NATURE AND SCOPE:

This position requires demonstrated and specialized knowledge of the following:

- A. Varied clinical program approaches and intervention techniques.
- B. Behavior modification and social skill development and instruction.
- C. The nature of parenting a child with behavioral health disorders.
- D. Programs, regulations and operations of community and other human service agencies serving children with behavioral health disorders.
- E. Current clinical and educational research in the field of behavioral health and autism spectrum disorders.
- F. Legal and procedural protections relating to the rights of children and their families.
- G. Individual and family therapy models and mental health issues.
- H. State and federal initiatives regarding provision of integrated (educational and social) services to children and the role of education in coordinating or facilitating those services.

ORGANIZATIONAL RELATIONSHIPS:

The Mental Health Specialist reports to the CCRES Director of Human Resources. The Mental Health Specialist will receive clinical direction from the CCIU ATTEND Program coordinator or case manager. This is a part-time, supplemental, fee-for-service position.

QUALIFICATIONS:

The position demands travel to various regional locations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. EDUCATION AND EXPERIENCE
 - 1. Bachelor's Degree in a mental health related field with clinical experience.
 - 2. Minimum of six (6) months direct experience providing clinically supervised treatment to children and adolescents with serious emotional disturbances preferred.
- B. SKILLS AND ABILITIES
 - 1. Language Skills
 - a. Ability to read, analyze, and interpret periodicals, professional journals, legal documents, technical procedures, or governmental regulations.
 - b. Ability to write reports, correspondence, and treatment plans.
 - c. Ability to effectively present information and respond to questions from clinical team members, groups of managers, clients, customers, and the general public.
 - d. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
 - 2. Mathematical Skills
 - a. Ability to perform basic mathematical concepts in the performance of routine assignments.
 - 3. Reasoning Ability
 - a. Ability to define problems, collect data, establish facts, and draw valid conclusions.
 - b. Ability to interpret an extensive variety of clinical and technical instructions in written, oral, diagram, mathematical, or schedule form and deal with abstract and concrete variables.
 - c. Ability to apply sound judgment to resolve conflicts and solve problems.
 - 4. Other Skills and Abilities
 - a. Ability to evaluate, counsel, and work with students, parents and staff.
 - b. Ability to apply knowledge of current research and theory in specific field.
 - c. Ability to maintain effective working relationships with clinical team members, clients, staff and the community.
 - d. Ability to transport between client locations, CCRES, school buildings, districts, and cities.
 - e. Ability to communicate clearly and concisely both in oral and written form.
 - f. Ability to perform duties with awareness of all state law, regulation, and CCRES policies.
 - g. Responsibility for the safety, well-being, and work output of clinical team members.
 - h. Ability to meet the demands of several people and clients.
 - i. Ability to respond to several problems simultaneously.

C. CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Employee may need to physically manage children/adolescents.
- B. While performing the duties of this job, the employee is frequently required to sit, stand, and walk.
- C. The employee is frequently required to talk or listen.
- D. The employee is occasionally required to use hands to handle or feel, and to reach with hands and arms.
- E. The employee must occasionally lift and/or move up to 10 pounds.
- F. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- G. The position requires meeting deadlines with severe time constraints, interacting with public and staff, and irregular or extended work hours.
- H. The position may require employee to transport client to school-base program.
- I. The position demands travel to various regional locations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent will be mindful of the requirement for confidentiality.

The information in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). It is not intended to be an exhaustive list of duties, responsibilities and qualifications for the position. The incumbent may perform or be assigned other duties.

Signature _____ Date _____