



### **Mental Health Counselor (FT or PT) – Intensive In-Home Services**

**Summary of Duties & Responsibilities:** Complete a Pre-Treatment Assessment within the first two sessions of meeting with a new client/family. Develop a concrete treatment plan within two weeks after the face to face assessment. Remain within the guideline of the referral at all times, as with the required authorization period and number of hours allocated for client/family. Obtain authorization for the services provided. Complete ISP within (30) days of the initiation of services. Make referral to health care provider for well child screening. Implement and utilize resources during sessions as deemed appropriate. Maintain a strengths-based approach while working with clients' families to assist in the retention of dignity and the development of intrinsic qualities.

**Education & Experience:** Must possess a Bachelors Degree from a four-year college or university plus a minimum of one (1) year of clinical experience, or an equivalent combination of education and experience (i.e. 60 hours of college credits and experience working with youth). Prefer candidate with experience serving behaviorally and emotionally disturbed youth.

### **Behavioral Specialist (FT or Relief) – Therapeutic Day Treatment Program**

**Summary of Duties & Responsibilities:** Provides general and direct supervision to clients in school and/or community setting on a flexible work schedule. Provides one-to-one support and advocacy for client and their family, while modeling how to establish and/or strengthen supportive relationships. Participates in treatment planning, goal setting, and progress reviews for each client. Teaches and models appropriate behavior and facilitates/co-facilitates psycho-educational, independent living, social, and life skills groups. Encourages clients to use own strengths and skills to resolve problems and redirects inappropriate behaviors. Assists clients with educational goals, participate in school meetings as necessary, monitor school progress, and assist with homework. Implements weekly treatment and program plans for each client. Participates in school-based PTA, back-to-school, open house, and parent-teacher conferences, as applicable. Maintains mandatory documentation, logs, and written reports on each client, noting progress, deficiencies, and incidents.

**Education & Experience:** Bachelor's degree in human services and one-year experience working with identified population or AA Degree in related field with one (1) year experience providing direct services to identified population, or an equivalent combination of education and experience. Prefer candidate with experience serving behaviorally and emotionally disturbed clients.

## **Clinician – Group Home Services**

**Summary of Duties & Responsibilities:** Participates in weekly staff meetings. Responsible for development of treatment plans and prepare written reports. Provides case management services, individual, group, and family sessions. Provides discharge planning including target discharge date and sets preliminary goals. Maintains on-going discussion with each youth on their progress in reaching their goals. Monitors treatment planning and adjust treatment intensity as indicated by progress of resident. Maintains on-going documentation of all collateral contacts. Provides on-call support for the treatment team.

**Education & Experience:** MSW or Master degree in education, counseling, or related field with experience in serving emotionally disturbed youth. Prefer candidate to be licensed or license-eligible.

## **Youth Counselor (FT, PT, or Relief) – Group Home Services**

**Summary of Duties & Responsibilities:** Provides general and direct supervision to residents of group home, on a flexible work schedule. Participates in treatment planning, goal setting, and progress reviews for each resident. Works with other group home staff to help each resident to maximize achievement of program and treatment goals. Transports residents to appointments/school as necessary. Attends court reviews and other meetings regarding resident, as necessary. Teaches and models independent living skills including but not limited to cooking, cleaning, laundering, etc. Facilitates/ co-facilitates groups in the areas of independent living and social skills. Assists residents with educational goals, participate in school meetings as necessary, monitor school progress, and assist with homework. Teaches basic skills in recreational and leisure time activities – facilitates and participates in such activities. Implements weekly treatment and program plans for each resident. Maintains mandatory documentation, logs, and written reports on each resident, noting progress, deficiencies, and incidents. Provides guidance and direction to residents in a manner that develops and nurtures personal values and a solid system of communication.

**Education & Experience:** Bachelor's degree in human services and one-year experience working with identified population or AA Degree in related field with one (1) year experience providing direct services to identified population, or an equivalent combination of education and experience. Prefer candidate with experience serving behaviorally and emotionally disturbed clients.

## **Individual & Family Mentors**

**Summary of Duties & Responsibilities:** Provides one-to-one support and advocacy for client and their family, while modeling how to establish and/or strengthen supportive relationships. Provides general and direct supervision to clients in school, home, and/or community setting on a flexible work schedule. Works with outside agencies to assist each client in maximizing achievement of program and treatment goals. Teaches and models appropriate behavior. Encourages client to use own strengths and skills to resolve problems and redirects inappropriate behaviors. Facilitates/ co-facilitates psycho-educational, independent living, social, and life skills sessions. Teaches and facilitates clients in the areas of problem identification and solution construction. Explores creative ways to engage client in fostering change and trying new

techniques. Maintains mandatory documentation, logs, and written reports on each client, noting progress, deficiencies, and incidents. Provides guidance and direction to client in a manner that develops and nurtures personal values and a solid system of communication.

**Education & Experience:** Bachelor's degree in human services and one-year experience working with identified population or AA Degree in related field with one (1) year experience providing direct services to identified population, or an equivalent combination of education and experience. Prefer candidate with experience serving behaviorally and emotionally disturbed clients.

### **Behavioral Aide (1-to-1)**

**Summary of Duties & Responsibilities:** Provides one-to-one support and advocacy for client, while modeling how to establish and/or strengthen supportive relationships. Provides general and direct supervision to clients in school. Attends attendance and other meetings regarding client, as necessary. Teaches and models appropriate behavior. Encourages client to use own strengths and skills to resolve problems and redirects inappropriate behaviors. Assists clients with educational goals, monitor school progress, and assist with daily schoolwork. Teaches basic skills in recreational and leisure time activities; facilitates and participates in such activities. Explores creative ways to engage client in fostering change and trying new techniques. Provides guidance and direction to client in a manner that develops and nurtures personal values and a solid system of communication. Serves as a role model for client in the areas of ethics, morals, appearance, spirituality, and lifestyle principles.

**Education & Experience:** High school diploma/GED with two (2) years of experience working with identified population or AA Degree in related field with one (1) year experience providing direct services to identified population, or an equivalent combination of education and experience. Prefer candidate with experience serving behaviorally and emotionally disturbed clients.