



Job Description

<u>Program:</u>	A Child's Haven	<u>Job Title:</u>	Therapeutic Provider
<u>Reports to:</u>	Therapeutic Group Supervisor	<u>Department:</u>	Program
<u>Status:</u>	Non-Exempt	<u>Date:</u>	November, 2017

GENERAL DESCRIPTION: The Therapeutic Provider assists his/her therapeutic class team with effective classroom functions and therapeutic interventions. Drive the bus in safe transportation of the children, or provide supervision of children while being transported, and provide positive interactions with parents and caregivers.

Guiding Principles – We value:

- Children and families and believe that they deserve a staff, board, and community dedicated to helping them succeed.
- Financial sustainability and believe that we should be responsible stewards of all of our resources.
- Our employees and believe that their teamwork, commitment, and passion are essential to creating a positive environment where the children and organization thrive.
- Measurable outcomes and believe that they allow us to evaluate the effectiveness of our services
- Integrity and believe that it is the basis of a trusting relationship with our children, families, and community
- Community relationships and believe that fulfilling our mission is dependent on the goodwill and support of individuals, organizations, and our community at large.

ESSENTIAL FUNCTIONS:

- Assists the Therapeutic Group Lead in the function of the classroom treatment program.
- Participates and contributes as a member of the class team to ensure the success of a high function collaboration.
- Supervises and performs positive interactions with children during all activities, routines and transitions of the program.
- Assists in classroom routine duties: transitions, meal time, classroom activities, child hygiene, etc. Demonstrates knowledge and maintains compliance with all standards and regulations.
- Demonstrates knowledge and understanding of practice and procedures of ECERS/ITERS; DECA and strategies to build protective factors; positive behavioral guidance; NAEYC developmentally appropriate practice;
- Plans for treatment goals; and “Mandated Reporting”; behavioral health and

- barriers for young children. Collaborates with Therapeutic Group Lead in completion of child assessments, 90-day progress reports and IPOC reviews.
- Provides and documents daily interventions of assigned children and participates in treatment team meetings.
 - Young Children
 - Defines and reinforces behavior limits using positive language and interventions and maintains a safe environment for them.
 - Presents lessons and activities in a way that child understands. Adapts program and schedule to meet children's needs.
 - Anticipates disruptive behavior and takes steps to prevent it.
 - Communicates respect to children through words, gestures and actions. Plans and adapts for successful transitions in the classroom routine.
 - Obtains necessary information from parents. Observes child for signs of abuse and neglect. Explains the information or activity to the child in age-appropriate ways.
 - Allows student participation and encourages verbalization, praises for appropriate behavior.
 - Allows for cultural and/or religious beliefs. Shares information about child development with families and responds to individual family needs.
 - Demonstrates understanding and knowledge of transportation procedures and transportation emergency procedures.
 - Maintains required driving/monitoring credentials. Transports children to and from home according to designated route and completing all required transportation documentation and following transportation procedures.
 - Provides documentation for any incidents related to family contact, child behavior or transportation.
 - Makes required inspections and report any concerns to the transportation coordinator. Accounts for each child on and off the bus. \Assists with the loading and unloading of children during morning and afternoon bus routes. Ensures the children are restrained and safe while being transported.
 - Completes all necessary paperwork within the allotted time frame. Protects child and family rights to privacy and confidentiality, especially in relation to the communication of information with third parties.
 - Understands contractual and program requirements for the provision of services and meets the standards set for units of service delivered and number of participants served. Writes clearly, edits work for spelling and grammar; adapts to clinical language for clinical documentation; submits all incident reports same day
 - Demonstrates and oversees appropriate practices and procedures for health and safety practices including the intimate care of the children; child hygiene practices; room and toy cleaning; ill child care and procedures for medications; critical incidence procedures and reporting.
 - Takes initiative in professional growth by: reading new resources, keeping updated on all related areas, and attending trainings.
 - Performs special projects and other duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Must have Bachelor's degree in Early Childhood Development, Education or related field that includes coursework in preparation to work with children and families of diverse backgrounds and developmental and mental health concerns
- Must meet requirements for a Rehabilitative Behavioral Services Mental Health specialist as set forth by DHHS and requirements for a child care worker as set forth by DSS.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must meet and maintain required driving credentials for DHHS Non-Emergency Medical Transportation
- Must be able to travel for meetings and training that could be overnight
- Demonstrated writing skills that will meet clinical submittal standards.
- Excellent computer skills including Microsoft Office proficiency

SPECIAL POSITION REQUIREMENTS

- Understands the requirement of confidentiality with regard to ACH families and staff and at all times maintains a respectful and professional demeanor in their public dealings.
- Adheres to federal HIPPA requirements.
- Must pass all required background checks.
- Must be 21 years old.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to stand for long periods and walk distances of 0.25 mile;
- Must be able to ride a small bus
- May need to stoop and sit to communicate with young children
- Constantly communicates with visitors, and staff
- While performing the duties on position, the EE is regularly required to talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- Office
- Classrooms

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

SALARY: \$11.50 per hour

BENEFITS A Child's Haven provides medical, dental, vision, insurance and disability for all full-time employees

ABOUT A CHILD'S HAVEN A Child's Haven is a 501(c)(3) nonprofit organization. We're dedicated to transforming the lives of young children who have experienced developmental delays or behavioral challenges. Many are victims of poverty, child abuse or domestic violence. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.