

Job Description

Employer: A Child's Haven
Reports to: Early Childhood Director
Status: Exempt

Job Title: Clinical Treatment Lead
Department: Early Childhood/Clinical
Date: January 28, 2019

ABOUT A CHILD'S HAVEN

A Child's Haven is a 501(c)(3) nonprofit organization. We treat young children whose development has been delayed by limited resources, neglect or abuse. Our approach is research based, with focus on -the following interconnected services: Daily mental health treatment for the child in our center; intensive guidance, family therapy and parent education in the home. 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. Complete overview www.achildshaven.org

GENERAL DESCRIPTION: The Clinical Treatment Lead is responsible for demonstrating effective communication and leadership for support, coaching and shared responsibilities with classroom team, substitutes, interns and volunteers. Responsibilities include but are not limited to the essential functions listed below. Must have Bachelor's degree in Early Childhood Development, Behavioral Health or related field

SALARY: \$30,000 - \$36,000 annually

BENEFITS

- A Child's Haven provides medical, dental, vision, insurance and disability for all full-time employees the first of the month following your first 30 days
- Excellent vacation, PTO, retirement and health care benefits.

ESSENTIAL FUNCTIONS:

1. Provides clinical expertise to classroom staff in development and implementation of intervention based on the individual's child's goals provided on their IPOCs.
2. Ensures daily that all children in attendance are assigned a primary provider who will be responsible for the daily documentation.
3. Ensures the on-time completion and accuracy of child assessments, progress reviews, classroom treatment bi-weekly reports and class transfer reports. Demonstrates understanding of and is team subject matter expert on: Achenbach – Child Behavior Checklist; DECA; Ages and Stages Questionnaire; ASQ – social emotional; Applied Behavior Assessment (ABA) and Positive Behavior Supports (PBS); crisis intervention.
4. Serves as liaison to Family Support Counselors and families of children enrolled in class. Tracks children's absences, contacts parents when necessary, documents and communicates appropriately according to attendance tracking procedure. Participates and is prepared for treatment team meetings.
5. Demonstrates knowledge and understanding of practice and procedures of ECERS/ITERS and DECA strategies to build protective factors and positive behavioral guidance; Demonstrates knowledge and understanding of developmentally appropriate practice; plans for treatment goals; Demonstrates knowledge and understanding of

“Mandated Reporting”; Demonstrates knowledge and understanding behavioral health and barriers for young children;

6. Coordinate implementation of classroom functions in the absence of the Therapeutic Group Lead. Assist in classroom routine duties: transitions, meal time, classroom activities, child hygiene, etc. Demonstrates knowledge and maintains compliance with all standards and regulations. Participates and contributes as a member of the class team to ensure the success of a high function collaboration.
7. 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.
8. 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.
9. 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.
10. Writes clearly, edits work for spelling and grammar; adapts to clinical language for clinical documentation; submits all incident reports same day
11. 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.
12. Demonstrates knowledge and understanding of procedures for an emergency procedures and individual child crisis.
13. Performs special projects and other duties as assigned, to include periodic transporting of children.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Must have Bachelor’s degree in Early Childhood Development, Behavioral Health, or related field that includes coursework in preparation to work with children and families of diverse backgrounds and developmental and mental health concerns with a minimum of 9 semester hours related to early child development coupled with at least one year

working experience working with young children under the age of 5 years and one year of experience in direct services to children at risk.

- Candidates with Infant Early Childhood Mental Health endorsement is preferred.
<https://www.scimha.org/Endorsement>
- 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 HIPAA requirements.
- Must be able to drive a small bus (no special license required.)
- Current driver's license, proof of insurability, and acceptable driving record.
- 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 perform general physical activities that require considerable use of arms, legs and moving the whole body.
- 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 employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- Therapeutic Classrooms, Playgrounds, Bus, office, community field trips

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

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