



## Job Description

<b><u>Program:</u></b>	A Child's Haven	<b><u>Job Title:</u></b>	Clinical Treatment Lead
<b><u>Reports to:</u></b>	Therapeutic Group Supervisor	<b><u>Department:</u></b>	Clinical
<b><u>Status:</u></b>	Exempt	<b><u>Date:</u></b>	June 2018

**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 following.

### **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:**

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 NAEYC 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 Classroom Coordinator. 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

## **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 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.
- 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.
- 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 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, Playgrounds

**SALARY** – Up to \$27,000 - \$31,000 Per Year. Salary commensurate with experience

### **BENEFITS**

A Child's Haven provides medical, dental, vision, insurance and disability for all full-time employees after 30-days after the 1st of the month. Eligible for Paid Time Off (PTO) after 90-days of employment

## **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.

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