



## Job Description

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|---------------------------|--------------------------------|---------------------------|------------------------------|
| <b><u>Program:</u></b>    | A Child's Haven                | <b><u>Job Title:</u></b>  | Therapeutic Group Supervisor |
| <b><u>Division:</u></b>   | Main Center                    | <b><u>Department:</u></b> | Program                      |
| <b><u>Reports to:</u></b> | Assistant Therapeutic Director | <b><u>Status:</u></b>     | Exempt                       |

**BACKGROUND:** A Child's Haven treats children with developmental delays as a result of limited resources, abuse, or neglect, and provides support and education for their families. ACH is located 15 minutes outside of downtown Greenville, SC in the Berea Community. 2017 marks ACH's 25<sup>th</sup> Anniversary.

**GENERAL DESCRIPTION:** The Therapeutic Group Supervisor (TGS) is responsible for the operations and clinical treatment delivery of assigned classroom treatment groups in collaboration with the Early Childhood treatment leadership team. The TGS is the direct supervisor to the staff in assigned treatment groups, providing support, training, back-up and accountability.

### **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:**

- Provide direct supervision to the classroom staff including completing staff evaluations, orientation, providing performance feedback, assistance with improvement and recognition for areas of strength and approve PTO request for classroom staff.
- Demonstrates effective communication and leadership for supervising and professional development of staff in the classroom.
- Participates in the leadership of the Early Childhood Clinical department and other duties as assigned.
- Provide clinical expertise to classroom staff in development and implementation of intervention based on the individual child's goals provided on their IPOCs.
- Submits recommendations and complete required documentation for requesting planned discharges and transfers.
- Audit notes assigned to classroom staff and ensure the on-time completion and accuracy of child assessments.
- Provide leadership with classroom team regarding treatment goals and appropriate interventions for children in class.
- Demonstrates knowledge and understanding DECA and strategies to build protective factors and positive behavioral guidance.
- Demonstrates knowledge and understanding of "Mandated Reporting";.
- Demonstrates knowledge and understanding behavioral health and barriers for young children
- Demonstrates knowledge and understanding NAEYC developmentally appropriate practice in group setting for young children.

- Coordinate implementation of classroom functions in the absence of the Classroom staff which includes substituting in a classroom when necessary.
- Demonstrates knowledge and maintains compliance with all standards and regulations.
- 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.
- 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.
- Demonstrates knowledge and understanding of procedures for an emergency procedures and individual child crisis.
- Complete Mandatory Annual C.A.R.F., SC DHHS and DSS Child Care Training.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- Meet requirements of Medicaid for a Rehabilitative Behavioral Services Provider as set forth by SCDHHS for supervision of non-credentialed staff in Therapeutic Child Care and the requirements for childcare workers as set forth by DSS.
- Master's Degree in Early Childhood Education/Development or Related Behavioral Health field with three years' experience with direct service to children- prefer working experience with at-risk children and training in behavioral interventions for young children. Preferred: Licensed Professional Counselor or LMSW.
- Experience with staff supervision; possesses interpersonal management skills.
- Must have demonstrated excellent collaboration, team effort and communication skills –each important for effective leadership.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organizational and time-management skills.
- Proficiency in Microsoft Word, Excel, Outlook and internet based programs
- Supervisory or mentoring experience
- Must be able to travel for meetings and training that could be overnight

- Demonstrated writing skills that will meet clinical submittal standards.

#### **LICENSE, CERTIFICATIONS OR REGISTRATIONS:**

- Current driver's license, proof of insurability, and acceptable driving record
- Pass background check and fingerprinting as required
- Meet required driver and monitor credentials to assist when needed the bus transportation of the children. These requirements include valid driver license, excellent driving record, back ground checks, drug screening, ability to obtain a SC DOT Medical Certificate and complete all required training.

#### **ESSENTIAL PHYSICAL SKILLS:**

- Perform general physical activities that require considerable use of arms, legs and moving the whole body
- Stand for long periods
- Use a computer keyboard for long periods
- Walk distances of ¼ mile
- Ride a small bus
- Stoop and sit to enable communication with young children at children's level
- Move quickly, reach and lift in the handling of weight of materials and caring for young children
- Perform *Crisis Prevention Institute Child Control Position and Transfer*.

#### **ENVIRONMENTAL CONDITIONS:**

- Office
- Classrooms, Playgrounds

**SALARY** – Starting at \$33,000. 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.

**To Apply for this position please send your resume to Director of Human Resources [hr@achildshaven.org](mailto:hr@achildshaven.org) and put Therapeutic Group Supervisor in the Subject Line**