



Clinical Treatment Lead

Greenville, SC

About us: A Child's Haven (ACH) is a 501(c)(3) nonprofit organization who operates a Therapeutic Child Care Center (TCC.) TCC is a child-focused, family-centered intervention which targets the relationship between the child and the parent (or primary care giver.) Grounded in attachment theory, services are relationship-based, developmentally appropriate, and trauma informed. Young children receive individual & group therapy, caregivers receive parent education and family therapy, to include home visitation. 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.

POSITION SUMMARY:

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.

ESSENTIAL JOB FUNCTIONS:

- Provides clinical expertise to classroom staff in development and implementation of intervention based on the individual's child's goals provided on their IPOCs.
- Ensures daily that all children in attendance are assigned a primary provider who will be responsible for the daily documentation.
- 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.
- 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.
- 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;
- 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.
- 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 childcare and procedures for medications; critical incidence procedures and reporting.
 - Demonstrates knowledge and understanding of procedures for an emergency procedures and individual child crisis.
 - Performs special projects and other duties as assigned, to include periodic transporting of children.

Transportation

- Demonstrates understanding and knowledge of transportation procedures and transportation emergency procedures.
- Maintains required driving/monitoring credentials.
- Assists transportation manager with additional transportation related activities such as prepping buses for routes, shuttle to garage for maintenance, fueling and routine inspections of bus fleet.

Driver:

- Transport children to and from home according to designated route and completing all required transportation documentation and following transportation procedures.
- Provide positive communications between Center and families;
- Provide documentation for any incidents related to family contact, child behavior or transportation.
- Make required inspections and report any concerns to the transportation manager.
- Account for each child on and off the bus.
- May be required for additional driving duties for field trips, special events, parent groups or other to be determined.

Monitor:

- Assist with the loading and unloading of children during morning and afternoon bus routes.
- Ensure the children are restrained and safe while being transported.
- Provide documentation on all relevant information upon arrival to center.
- Account for each child on and off the bus. Assist driver with routine bus inspections and with routine bus cleaning.

TECHNOLOGY/COMPUTER SKILLS:

- Experience working in various computer databases
- Experience managing Electronic Medical Systems
- Computer Skills – Microsoft office and ability to learn other programs

LANGUAGE REQUIREMENT:

- Bilingual English and Spanish is desired, but not required

MINIMUM JOB QUALIFICATIONS:**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

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 childcare worker as set forth by DSS.

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 if insurance requirement of minimum driver of age 25 is met (no special license required).
- Current driver's license, proof of insurability, and acceptable driving record.
- Must pass all required background checks.

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
- 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

ENVIRONMENTAL CONDITIONS:

- Therapy Rooms, Treatment Rooms, Homes or Office

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

SALARY RANGE: \$30,000 - \$36,000 STATUS: EXEMPT

BENEFITS

- Ongoing Professional Development paid by ACH.
- A Child's Haven offers all full-time employees medical, dental, vision, short/long term disability, and life insurance as well as a 401k retirement plan. Employees are eligible for these benefits the first of the month following 30 days of employment. A generous paid time off (PTO) and holiday package are available.

CITIZENSHIP REQUIREMENTS:

- Must be authorized to work in the United States. No sponsorship provided.

A Child's Haven provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, pregnancy, childbirth, or related medical conditions, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please complete our employment application which is located at our website www.achildshven.org. Please submit the application along with a resume to hr@achildshaven.org. List the position in the subject line. An application must be completed entirely. Please do not put "see resume" in the work history, otherwise, the application is incomplete and cannot be considered.

To Apply for this position please send your resume and completed employment application found on our website at achildshaven.org to Human Resources at hr@achildshaven.org. Please include in the subject line Clinical Treatment Lead.