

EMCMHC

Job Description

CLASS TITLE: Clinical Day Treatment Director

DEPARTMENT: Clinical Services

ACCOUNTABLE TO: Lead Clinical Supervisor / or Satellite Office Director

PRIMARY OBJECTIVE OF POSITION: Under general direction is responsible for directing all clinical services pertaining to the daily operation of the Day Treatment Center and is a part of the Treatment Team that includes the Case Manager, Day Treatment staff, and Group Home Manager. Work requires individual judgment within established policies, rules, and the client's individual treatment plan.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements may require walking, lifting up to 25#’s (greater with assistance), prolonged sitting, climbing steps, and the ability to get in and out of a vehicle without assistance;
- Must have ability to communicate orally and in writing;
- Must possess people skills and the ability to work with other Agencies;
- Work may be performed in an office, in a client’s home, at the hospital, jail, or an area deemed a safe place, and/or in the transportation of clients to appointments;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; exposure to household chemicals may occur;
- Must be trained in IMR;
- Must participate in CPR and MANDT training within the first three (3) months of employment and remain certified throughout employment;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Conduct diagnostic interviews/assessments, and provide crisis intervention as needed;
- Responsible for the Day Treatment Program planning and direction and facilitates the continuing development of Clients, working with Case Managers and others in addressing the client’s individual Treatment Plans;
- Ensures the development of client treatment plans;
- Responsible to maintain records in such a manner as to always be ready to respond in a positive fashion to agency audits;

CLASS TITLE: Clinical Day Treatment Director (continued)

- Shall be primarily responsible for the initial screening of the client's appropriateness for the Day Treatment Program and report such findings to the Lead Clinician and Group Home Manager;
- Following attendance at professional workshops shall provide in-service clinical programs as appropriate;
- Shall design and implement skills training for the client in activities of daily living, play, leisure, socialization, and personal hygiene;
- Maintains regular and ongoing dialogue with the Lead Clinician and Group Home Manager to facilitate the development of viable and individualized treatment goals for each of the clients within the program;
- Shall meet regularly with the client's Case Manager to review their progress, or lack of the same, and develop any adjustments;
- Maintains progress notes, treatment plans, and other records in accordance with EMCMHC policy while maintaining confidentiality requirements for patient privacy (i.e. HIPAA);
- Meets productivity standards to the best of ability, documents client contacts, care coordination, crisis/consult contacts, and community contacts, while maintaining a professional and ethical level of conduct according to standards of practice, EMCMHC policies, and state and federal policies;
- Consults with other staff at EMCMHC as needed;
- Provides crisis intervention during working hours, or when scheduled, or as needed; and
- Attends staff meetings and peer reviews, team service and coordination meetings, in-service trainings and outside service training as provided.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: Supervises Day Treatment staff.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Master's Degree required in Social Work or related field;
- Possesses Licensed Clinical Social Worker - LCSW or Licensed Clinical Professional Counselor - LCPC Certification, or ability to obtain such License or Certification within two (2) years of employment;
- Maintains such License and/or Certification through meeting Continuing Education requirements throughout employment;
- Upon Licensure shall obtain Mental Health Professional Person Certification;
- PLUS some demonstrated work experience in the mental health field;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS

- Maintains the highest level of ethics, morals, standards, respect for others, empathy, and privacy of client information;
- Responsible to maintain current client chart information for each client within the program;
- Shall, where possible, implant contacts with community agencies to assist the client in reaching their individual goals; and
- Shall encourage public awareness of the Day Treatment Program and utilize contacts within the community to educate community members about mental illness and program services;
- Consults and peers with other EMCMHC clinical staff and/or employees when needed;
- Performs such other assignments and duties as may be required and needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

3/23/18