

# EMCMHC

## Job Description

**CLASS TITLE:** Director of Day Treatment FLSA

**DEPARTMENT:** Clinical Services

**ACCOUNTABLE TO:** Clinical Supervisor or Satellite Office Director

**PRIMARY OBJECTIVE OF POSITION:** Under general direction is assigned the responsibility to direct all services pertaining to the daily operation of the Day Treatment Center and is a part of the Treatment Team that includes the Clinical Therapist and Case Manager; Work varies, requiring individual judgment within established policies, procedures, and State regulations.

### ESSENTIAL JOB FUNCTIONS:

- Physical requirements may require lifting up to 35#'s (greater with assistance), bending, stooping, prolonged sitting, 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 those suffering severe mental illness;
- Work may be performed in an office, Group Home, and 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 chemical compounds may occur;
- 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 with insurance that will cover passengers.

### MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Responsible for the Day Treatment Program planning and direction and facilitates the continuing development of Clients, working with Case Managers, Therapists, and others in addressing the client's individual Treatment Plans;
- Ensures the development of client treatment plans under the direction of each client's primary Clinician;
- Responsible to maintain records in such a manner as to always be ready to respond in a positive fashion to agency audits;
- Shall be primarily responsible for the initial screening of the client's appropriateness for the Day Treatment Program and report such findings to the primary Clinician;
- Shall participate, on a rotational basis, in providing emergency services;

**CLASS TITLE: Director of Day Treatment (continued)**

- 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 primary Therapist 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 to recommend to the primary clinician; and
- Performs others duties and assignments as directed.

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

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in Health Services, Education, or related field, desired;
- Certified in CPR, First Aid, Crisis Intervention, and shall maintain such certifications throughout employment;
- Two (2) years of demonstrated experience in mental health or related 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 with insurance that will cover passengers.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Responsible to maintain current client chart information for each client within the program;
- Oversees the maintenance of the physical plant used for Day Treatment services and the maintenance of the van;
- Responsible for the inventory and ordering of supplies associated with the Day Treatment 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;

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

09-11-2014