

## **EMCMHC Job Description**

**CLASS TITLE: Treatment Coordinator**

**FLSA:**

**DEPARTMENT: Childs Services**

**ACCOUNTABLE TO: Children Supervisor**

**PRIMARY OBJECTIVE OF POSITION:** Under general direction is responsible to provide mental health counseling to youth and to their families, based upon mental health assessments, in the home environment. Work requires individual judgment within established polices, rules, and the client's individual treatment plan.

**ESSENTIAL JOB FUNCTIONS:**

Physical requirements may require walking, lifting up to 35#s(greater with assistance), prolonged sitting, climbing steps, bending, stooping, and the ability to get in and out of a vehicle without assistance;

- Work may be performed in an office or in a client's home where exposure to household chemicals and animal feces may occur;
- Traveling is required which may include the transportation of clients to appointments and where exposure to inclement weather of heat, cold, rain, and snow 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 (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:**

- Provides appropriate mental health counseling to youth and to their parents;
- Consultation and cooperation with EMCMHC staff, and other professionals as necessary in the development of treatment plans for the family when necessary;
- Maintenance of records in accordance with EMCMHC policies while maintaining confidentiality requirements for patient privacy (i.e. HIPAA);
- Meets with the family four times a month, preferably once a week, and with the child two times a month, working as a team to examine the struggles within the home and to address the problems
- Teaches parenting skills, organization skills, and helps guide the parents in becoming more involved in the child's life as needed;
- Assists the family to develop goals as to what they desire to accomplish and what changes they desire. In addition identify individual goals as to who needs to do what to accomplish the changes;
- Works with the child to accomplish the goals they have chosen, such as building self-esteem etc., and how to make the changes necessary to become successful;
- Be an advocate for the children and their families;

**CLASS TITLE: Youth Case Manager (continued)**

- Meets productivity standards in accordance with expectations outlined by agency policy;
- Attends staff meetings and peer reviews, team service and coordination meetings, in-service trainings and outside service training as provided; and
- Performs such other duties as may be assigned.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** None

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

- Bachelor's Degree, Master's desired, in human services, education, sociology or related field; PLUS
- Two (2) years of demonstrated work experience, with a minimum of one (1) year in the mental health field working with children and families preferred;
- Possesses computer skills with the ability to use WORD, EXCEL, and EMCMHC online record keeping systems;
- 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**

- Consults and peer with other EMCMHC clinical staff and/or employees when needed;
- Prepares accurate reports in a timely manner;
- Be flexible and adapt to EMCMHC changes and needs for the client;
- Works independently and as a team member;
- Must have the ability to communicate effectively and must be familiar with local resources available in the community;
- 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.**

**Revised 7/8/2022**