

TREATMENT DIRECTOR
JOB DESCRIPTION

JOB TITLE: Treatment Director
REPORTS TO: Executive Director
SUPERVISES: Treatment Team

BASIC FUNCTIONS:

The treatment director is responsible for the overall treatment program, including clinical responsibility for the management therapeutic interventions and to provide direction and overall management of the treatment program.

RESPONSIBILITIES AND TASKS:

1. Responsible for the overall management and supervision of overall treatment program.
2. Provides supervision and management of treatment team. Plans for and leads semi-monthly clinical supervision with case managers as needed.
3. Reviews, approves and makes recommendations for treatment for children.
4. Actively participates in treatment team meetings and special staffing as needed.
5. Reviews, approves and signs individualized service plans.
6. Provides supervision in the absence of the Administrator for case managers.
7. Audits children files regarding treatment as needed for compliance with residential child-care licensing, residential contracts, agency policies and procedures and Youth for Tomorrow (YFT) standards.
8. Oversee the development of policies and procedures for clinical program.
9. Communicates and reviews the overall effectiveness of the treatment program, with Executive Director, Administrator, and other staff.
10. Assists in crisis intervention and situations as needed
11. Recommends appropriate counseling and training sessions with foster children.
12. Develops and implements procedures and forms which assist in meeting treatment standards.

13. Participates in in-service training. For this position, 30 clock hours of job-related training are required for the first year of assignment to Residential Treatment Center responsibilities. Thereafter, 20 clock hours of job-related training are required.
14. Maintain a supportive relationship with resources which includes identifying ongoing training and support needs and assists in obtaining such services along with other team members. Recommends training for staff that would enhance ongoing development of the treatment team.
15. Participates in public relations assignments and meetings as needed
16. Be available to the treatment team 24 hours a day to assist in crisis intervention and to provide supervision of treatment issues during crisis.
17. Performs other assignments and duties as necessary and requested by the Executive Director.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES:

These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Must have a Master's degree with course work in the behavioral sciences or education. Must have and maintain appropriate licensure of LPC, LMFT, or LMSW-ACP.
2. Must qualify as a child-placement management staff according to Minimum Standards for Group Residential Operations
3. Requires knowledge of Residential Child-Care licensing and contracts, Minimum Standards for Residential Treatment Centers, Youth For Tomorrow Guidelines
4. Requires skill necessary for the supervision of the overall clinical treatment program within a Residential setting.
5. Ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; and ability to differentiate tones and volumes in conversations.
6. Ability to handle multiple tasks and motivate others.
7. Ability to communicate effectively both orally and in writing and possessing good organizational skills.

8. Ability to deal with a variety of adults and children with a range of personalities and problems, to use good judgment and maintain confidentiality.
9. Personality attuned to meeting the needs of children and ability to establish and maintain effective working relationships with other employees, children, parents, professionals, agency representatives and the public.
10. Willingness to take CPR, first aid and restraint training; and to be a trainer in these areas.
11. Sufficient good health to properly discharge duties. Employees shall not be permitted to work when they have infectious disease or skin lesions for the duration of the communicability.
12. Be a self-starter and able to work independently with minimal supervision and exercise sound judgment.
13. Knowledge and understanding of the legalities involved with medical intervention.
14. Ability to effectively work under pressure and remain flexible as priorities change.
15. Ability to supervise others' work and hold others accountable for assigned duties and documentation; provide training, development and feedback to staff and other persons.
16. Acknowledge Hope Haven of East Texas unique Faith Based Mission Statement.

MINIMUM QUALIFICATIONS:

This position requires a Master's degree in social work, counseling, psychology or other human services field in combination with a minimum of two years of experience with adolescent females. This position also requires current licensure as a LPC, LMFT or LMSW – AP.

Signature Below confirms that I have received a copy of the above job description and have had the opportunity to discuss with my supervisor.

Employee

Date

Supervisor

Date