

Attachment C

TURNING POINT COMMUNITY PROGRAMS JOB DESCRIPTION

JOB TITLE: FAMILY COORDINATOR

REPORTS TO: Program Director

LOCATION: Children's Services

APPROVED BY: John Buck, Executive Director

DATE:

SUMMARY: Responsible for the treatment plan and development based on the strengths and expressed needs of the child and his or her parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned:

- * Works in partnership with parents who are treated as experts concerning their families.
- * Completes intake paperwork.
- * Conducts strength/needs assessment.
- * Organizes child and family team.
- * Facilitates the child and family team meeting, guiding the team through a review of the family strengths, through a needs assessment by life domain, and through problem solving and plan of action identification. The family coordinator is responsible for facilitating the team meeting in such a way as to give parents the primary role in deciding what needs are priorities and what courses of action are best for their child and their family.
- * Responsible for recording and implementing plan of action.
- * Responsible for implementing time performance outcome evaluations and for involving parents in the process.
- * Responsible for coordination of services with outside agencies.
- * With the director input from the child and family, enlists the involvement of formal and informal community resources to support the family.
- * Responsible for coordinating TX with Family Support Worker.
- * Sees the family weekly for periods of time/days that may vary depending on the need of the family.
- * Discharge planning/transitional service development.
- * Responsible for all required record keeping as indicated by county and agency.
- * Safely transports clients and other passengers to and from appointments and activities using own personal vehicle.

- * Provides prompt intervention in the event of a crisis both to stop the crisis and to notify when indicated, persons and agencies necessary for the resolution of the crisis situation.
- * Provides "on-the-spot" counseling that is both helpful to the clients and consistent with the philosophy of the program.
- * Attends to the safety, health, and well-being of clients.
- * Completes paperwork as assigned in a timely manner.
- * Is personally responsible and held accountable for work hours and time management as coordinated with the Program Director.
- * Provides support to other staff members as needed.
- * Enforces the policies and procedures of Turning Point Community Programs.
- * Attends all team and agency staff meetings unless approval for non-attendance is secured by the Program Director.
- * Attends Family Natural Team Meeting as indicated
- * Attends Child and Family team meetings as indicated
- * Knowledge of and commitment to principles and goals of "family centered model".
- * Commitment to wrap around approach when working with families.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Graduation from a four year college or university with a Masters degree in Social Work, Psychology, or related field. License-eligible or license waived. Experience working with high-need children and families.

LANGUAGE SKILLS:

- * Ability to communicate effectively orally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

- * Valid California driver's license, current vehicle insurance and driving record acceptable to Turning Point's vehicle insurance company and the Vehicle Driving and Maintenance Policy.
- * Possesses and maintains a safe and reliable form of vehicular transportation excluding motorcycles.

OTHER SKILLS AND ABILITIES:

- * Knowledge of community services.
- * Ability to establish rapport with high-need children and families.
- * Ability to view parents as partners and "experts" in the assessment and planning for their child and family.
- * Willingness to be flexible around the needs of the family.

- * Embraces a strength based/needs assessment approach to helping high-need families and their children.
- * Ability to work and communicate with staff, ISA members, families, community agencies and professionals.
- * Ability to perform crisis intervention strategies.
- * Ability to work effectively under stress and conflict.
- * Ability to exercise appropriate judgment and decision-making.
- * Ability to be flexible and adaptable in any given situation.
- * Ability to work as a member of a team.
- * Ability to work under time deadlines and pressures.
- * Ability to work with minimal supervision.
- * Knowledge of and commitment to principles and goals of community mental health.
- * Knowledge of and commitment to principles and goals of the "self-help model".
- * Knowledge of and commitment to principles and goals of the "consumer-driven model".
- * Knowledge of psychosocial rehabilitation's treatment and programming.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to walk, stand, and use the hands. Occasionally, the employee must crouch or kneel. The employee must exert or lift up to 25 pounds.

WORK ENVIRONMENT: The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There are no unusual conditions. Typically the noise level in the work environment is moderate.

STATEMENT:

I have read and understand the job description for Family Coordinator.

Employee

Date

**Bill Wilson Center
Job Description**

Job Title: Clinical Therapist
Department: Counseling Center/Bill Wilson House
Reports To: Director of Counseling
FLSA Status: Exempt
Prepared By: Director of Administration
Prepared Date: February 17, 1997
Approved By: Executive Director
Approved Date: February 20, 1997
Salary Range: \$48,510 - \$54,810 annually plus full benefits

SUMMARY

Counsels individuals or groups regarding psychological or emotional problems such as stress, substance abuse, or family situations and develops and implements therapeutic treatment plan by performing the following duties. Some evening and/or weekend working hours required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Interviews patient to obtain information concerning medical history or other pertinent information.

Observes client to detect indications of abnormal physical or mental behavior.

Selects and administers various tests such as psychological tests, personality inventories, and intelligence quotient tests, to identify behavioral or personality traits and intelligence levels, and records results.

Reviews results of tests to evaluate client needs.

Plans and administers therapeutic treatment such as behavior modification and stress management therapy to assist patient in controlling disorders and other problems.

Changes method and degree of therapy when indicated by client reactions.

Discusses progress toward goals with client such as controlling weight, stress, or substance abuse.

Consults with medical doctor or other specialists concerning treatment plan and amends plan as directed.

Conducts relaxation exercises, peer counseling groups, and family counseling during clinical therapy sessions.

Refers client to supportive services to supplement treatment and counseling.

Conducts research in treatment and test validation.

Develops evaluative studies of therapy and therapy outcome.

Maintain an appropriate case load of adolescents, families, and groups with responsibility for completing all work/documentation to accomplish this task.

Handle crisis phone calls and walk-in crisis situations.

Under supervision of Clinical Director co-train and supervise 8 to 10 interns. Includes one hour of individual supervision and co-therapy.

Conducts workshops as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Bilingual in Spanish and/or Asian dialects strongly preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Marriage & Family Counseling or Licensed Social Worker license required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

EEO

Bill Wilson Center is an Equal Opportunity/Affirmative Action Employer.



Foothill Family Service – Job Description

Job Title: Therapist, Licensed
Department: Clinical Services
Reports To: Clinical Supervisor
FLSA Status: Exempt
Job Code: 2
Revision Date: 5/3/2005

SUMMARY

Therapists are clinicians who have received their Masters degree in an accredited counseling program and are licensed in the state of California as an MFT, LCSW or a licensed Psychologist.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supports and promotes the mission of the agency: Building Brighter Futures for Children and Families.

Carries caseload of which will possibly include individual therapy, play therapy, sexual abuse treatment, child abuse treatment, group therapy, EAP treatment, crisis intervention, school based services and in-home treatment. Meets productivity standards as set by department.

Attends mandatory meetings such as child abuse treatment meeting and school based counseling meeting.

Assists intake, reception, clinical staff and accounting in the collection of complete and accurate information necessary for treatment and billing.

Completes all client forms for intake assessment, on-going progress notes and treatment plans and updates.

Follows agency billing procedures by providing accurate information, working in concert with accounting and maintaining a clinical relationship with clients.

Effectively represents the agency at community meetings, provides inservice training to other agencies, consults with other agencies and schools, represents the agency at marketing events and professionals from other agencies.

Provides telephone counseling for emergencies both during office hours and outside of office hours for own clients and other agency clients.



Relates harmoniously with staff and clients of diverse backgrounds. Demonstrates knowledge and sensitivity to cultural differences.

Supports agency policies, the smooth functioning and communication within the agency. Works effectively and cooperatively with other agency staff, collaborating when appropriate.

Works in close harmony with the Director of Clinical Services and their Clinical Supervisor, accepting direction and implementing policies and procedures reflective of this direction.

Ability to comprehend and follow both complex oral and written instructions.

Follows all agency guidelines on confidentiality, reporting of child abuse and neglect, and recording in case records.

Works closely with their supervisor and/or the Director of Clinical Services, discussing cases, submitting any required process recordings and/or audio or video recordings, and accepting the supervisory process.

May require the ability to drive and make visits to program sites away from the main office.

Follows all the legal mandates of HIPAA for client confidentiality and release of information.

Performs other duties as assigned.

Performance Standards

1. Consistently meets performance standards as set by department.
2. Completes all required documentation for client files and billing.
3. Majority of caseload meets treatment goals.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience in providing direct service to individuals, families and groups. Experience in providing child abuse treatment. Experience in providing treatment to children with serious emotional problems.

Ability to be an excellent representative of the agency to the community.

Excellent written and oral communication skills and the ability to read and write complex material.

Ability to effectively use of DSM IV.

Good interpersonal skills, including the ability to work cooperatively as a team member.

Knowledge and sensitivity to cultural differences.

Ability to relate harmoniously with staff and clients of diverse ethnic and economic backgrounds.

Possess a safe driving record.

Ability to drive a car that can carry more than 2 passengers.

EDUCATION and/or EXPERIENCE

Masters degree from accredited social work, marriage and family therapy, or psychology program.

Licensed in the state of California: LCSW, MFT or Licensed Psychologist

LANGUAGE SKILLS AND REASONING ABILITY

Ability to make sound clinical judgements and follow and give complex directions.

Ability to read and interpret documents such as assessments, journal articles and procedure manuals.

Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

OTHER SKILLS AND ABILITIES

Some positions require bilingual skills in Spanish, Cantonese/Mandarin, Korean, or Armenian.

CERTIFICATES, LICENSES, REGISTRATIONS

Clinical Licensure as LCSW, MFCC or Psychologist
Valid CA Driver License

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Some positions require driving and specific vision abilities required by this that include, distance vision, peripheral vision, depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some positions may also require that the employee occasionally be exposed to outside weather conditions.



JOB ANNOUNCEMENT

Program: Bonita House HOST Program
Position: Supervising Psychiatric Social Worker
Responsible to: Program Director

Salary and Conditions: Starting Salary for 1 FTE / \$60,000. a year. This is a full-time, 40 hours per week, exempt position.

Benefits: Fringe benefits include: medical, dental, chiropractic and acupuncture plans, life insurance, long-term disability insurance, tax deferred annuity plan, dependent care assistance program (DCAP), credit union, retirement plan, educational assistance plan, legal services program, and an excellent paid time off package.

Posting Date: October 9, 2006

Application deadline: Open until filled.

Bonita House, Inc. is a non-profit social rehabilitation agency providing a full range of services to adults diagnosed with both serious psychiatric disabilities and co-existing substance use disorders. Bonita House, Inc. administers Integrated Dual Diagnosis Treatment site and field based programs at eight locations throughout Alameda County. BHI prides itself on providing clients with evidence-based practices promoting dual-recovery in a client-driven system.

Program Summary: HOST (Homeless Outreach and Stabilization Team) is a new Assertive Community Treatment (ACT) program created through the Mental Health Services Act (Proposition 63) to actively outreach, engage, house, and provide a full range of services to 90 adults in northern Alameda County who are homeless and have serious psychiatric disorders.

Services will be predominately field-based rather than office-based, and will provide integrated substance abuse and mental health treatment. Key features are the voluntary nature of the services, the partnership with clients and families, service intensity, 24/7 coverage, the foundation of wellness and recovery principles and practices, and the commitment to do "whatever it takes", utilizing the creativity of a multi-disciplinary, full team approach.

Position Summary: This position will assist in providing clinical support and oversight to HOST Personal Service Coordinators, and provide supervisory assistance to the Program Director. S/he will serve as the mental health specialist on the team. The ideal candidate will be familiar and comfortable with homeless individuals and street culture and will demonstrate an ability to establish trusting, hopeful relationships with these individuals.

Duties and Responsibilities:

1. Outreach, engage and provide respectful, recovery-based services to adults with histories of chronic homelessness, serious psychiatric disabilities and co-occurring substance use disorders.
2. Assist the Program Director in the orientation, training, and clinical supervision of other HOST staff as well as managerial responsibility for the program.
3. Assumes responsibilities for Program Director in his or her absence.
4. Provide service coordination (case management) for HOST clients including coordinating and monitoring the activities of the treatment team; assume responsibility for developing, writing, implementing, evaluating and revising overall treatment goals and plans in collaboration with the clients, families, and the HOST team.
5. Provide and assist in training other staff in trauma-informed, Integrated Dual Diagnosis Treatment services.

Administrative Office
6333 Telegraph Avenue, Suite 102
Oakland, CA 94609-1328
(510) 923-1099
(510) 923-0894 Fax
(510) 923-0969 TDD

Dual Diagnosis
Residential Program
1410 Bonita Avenue
Berkeley, CA 94709-1909
(510) 526-4765
(510) 526-2887 Fax

Supported Independent
Living Program
Transitional Housing
Permanent Housing
Case Management
6333 Telegraph Avenue, Suite 102
Oakland, CA 94609-1328
(510) 923-0180
(510) 923-0894 Fax

Berkeley Creative
Living Center
PO Box 4619
Berkeley, CA 94704-0519
(510) 548-2269
(510) 548-2271 Fax

6. Provide individual, group and family therapy, motivational enhancement, stage-based interventions, and wellness management, ensuring immediate changes are made in the treatment plans as clients' needs change.
7. Educate and support clients' families and advocate for clients' rights and preferences.
8. Provide psychoeducation about mental illness, dual diagnosis and recovery to clients and families.
9. Conduct strength-based, culturally informed, comprehensive, integrated mental health and substance use assessments.
10. Take a lead role or participate in the provisions of rehabilitation services.
11. Liaison with community agencies and families to maintain coordination in the treatment process.
12. Provide on-call crisis intervention covering nighttime and week-end hours on a rotating basis. Serve as a backup to HOST staff in crisis situations as needed.
13. Maintain all documentation standards per agency and regulatory requirements.
14. Assess, assist and coach clients in activities of daily living to maintain housing stability and achieve clients' goals.
15. Provide benefits counseling (e.g., Supplemental Security Income [SSI], veterans' benefits).
16. Organize and lead individual and group social and recreational activities to structure clients' time, increase social experiences and provide opportunities to practice social skills and receive feedback and support.
17. Provide risk assessment of clients. Ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior which put clients at risk (e.g., suicidality).
18. Coordinate with outside inpatient services to detoxify clients and establish linkage to outpatient treatment, self-help programs (e.g., Alcoholics Anonymous, Narcotics Anonymous, Dual Recovery Anonymous, WRAP Trainings and Groups), outpatient services and residential facilities.
19. All other duties as assigned by supervisor.

Minimum Qualifications:

- Master's degree in social work, psychology, or a related field plus licensure as an LCSW, MFT, or Ph.D. and five years experience in substance abuse treatment or mental health treatment or related social service experience.
- Clinical skills and experience to assess, plan, develop, coordinate and provide treatment, rehabilitation and support services to HOST clients with histories of homelessness, severe and persistent mental illnesses and co-occurring serious substance use disorders.
- Strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent and continuous support and services.
- Skills and competence to establish supportive, trusting, respectful relationships with persons with histories of homelessness, severe and persistent mental illnesses and co-occurring serious substance use disorders.
- Demonstrated ability to effectively and sensitively provide care to people from different cultural groups.
- Must be able to communicate effectively both orally and in writing.
- Must be able to meet Immigration Reform Act of 1986 requirements.
- Must have a valid California Driver's License, proof of insurance and use of personal automobile.

How to apply:

Mail/Fax/Email resume and cover letter detailing related experience to:

Bonita House, Inc.
6333 Telegraph Avenue, #102
Oakland, CA 94609
FAX 510-923-0894

Email: resumes@bonitahouse.org (please include resume in the body of your email, attachments will not be accepted.) Appropriate candidates will be contacted.

Bonita House, Inc. is a non-profit community agency, and an equal opportunity employer by choice. We value diversity of culture, disability, and other life experiences, and invite applications from those in mental health and/or chemical dependency recovery.

Bonita House, Inc. is a CAADE/CADAAC Training Provider and can provide CAADE/CADAAC supervision hours.

This position is subject to approval of the Alameda County Board of Supervisors on 10/31/06.

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ALTERNATIVE FAMILY SERVICES JOB DESCRIPTION

JOB TITLE: ASSISTANT MENTAL HEALTH DIRECTOR
REPORTS TO: ASSOCIATE DIRECTOR
EXEMPT/NON-EXEMPT: EXEMPT

SUMMARY: The Assistant Mental Health Director has the responsibility for assisting the Mental Health Director in overseeing the clinical and Quality Improvement aspects of all of Medi-Cal funded programs in the Agency (i.e., teen emancipation, post-adoption support, and therapeutic visitation/reunification). He/She will directly supervise specifically-assigned staff members in the areas of social work, case management, quality improvement, and billing and will serve the role as a Working Clinical Director. The Assistant Mental Health Director will assist as needed in the development, implementation, and evaluation of casework, intake, staff development, and all Medi-Cal services to children and families within the agency. The Assistant Mental Health Director has a solid understanding of case management and family systems and a registered or licensed clinician who has experience in administrative management within public social service, mental health, or managed care systems that serve youth. The Assistant Director will also carry a partial case load of clients and provide direct services (see Permanency Worker Job Description for those duties).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Quality of Clinical Services
 - a. Responsible for the Quality Improvement aspects of the program including knowing rules and regulations and implementing procedures to assure compliance with Medi-Cal and other regulations.
 - b. Responsible for the Clinical Direction of the program including signing progress notes and treatment plans and assuring that services provided are appropriate given client need. Assistant Director will work with staff to improve writing and documentation skills as needed.
 - c. Responsible for working part-time as a Permanency Worker, carrying a small caseload, and taking over cases when another worker is has been terminated, is on vacation, or is in any other way not available.
 - d. Assists, as directed by the Mental Health Director, in the overall operation and services delivered by the program including the development, implementation and evaluation of all mental health programs, staff training programs, intake, casework, educational and vocational resources, and coordination with outside agencies.
2. Program Supervision
 - a. Responsible for direct supervision of specific Permanency Workers and will meet with them on weekly basis.
 - b. Will directly supervise Quality Improvement/Billing personnel and meet with them on a weekly basis.
 - c. Conducts weekly treatment team meetings and administrative staff meetings as directed.
 - d. Supervises middle management and program directors in methods consistent with the agencies treatment philosophy and approach.
3. Personnel Supervision
 - a. Provides individual weekly supervision of staff, which includes budget management and personnel issues.
 - b. Writes staff evaluations in a timely manner.
 - c. Participates in hiring, termination, and discipline of the program staff as dictated by the agency's personnel policy.
 - d. Responsible for staff scheduling and program coverage
4. Community Representation
 - a. Represents the agency in the community at large.
 - b. Serves as an agency representative to community resources.
5. Administrative.
 - a. Responsible for assuring timely submission and oversight of monthly invoices to Accounting Department for billing to county behavioral health departments.
 - b. Responsible to oversee all program record keeping, time sheets, mileage, incident reports, etc.
6. Assumes other duties as assigned by the supervisor.

(This job description is not a contract for work. It is a management tool for assigning responsibilities.)

JOB DESCRIPTION

JOB TITLE: CLINICIAN - SOCIAL WORKER
DAY TREATMENT

STATUS: AT-WILL/EXEMPT

STATEMENT OF THE JOB

As a member of the /day treatment team, the Clinician is responsible for establishing and implementing quality clinical treatment and case management for severely emotionally disturbed children and adolescents in the day treatment programs.

DAILY RESPONSIBILITIES

1. On a daily basis, completes an ongoing assessment to identify the changing social/behavioral needs of the client(s) and the subsequent development of necessary plans to address those needs.
2. Counseling with assigned clients aimed at preparing the client to analyze and better understand the reason for placement and to handle associated emotional problems, resolving the difficulties that led to the need for placement, and planning for the return of the child to lower level of placement.
3. Act as the liaison between the program and community agencies and individuals and attend planning conferences as required including IEP, ITP, Case Conferences.
4. The clinician shall develop a service plan based on a comprehensive assessment of each client's personal milestones and obstacles, and shall evaluate each clients progress and adjust the service plan as may be necessary and appropriate.
5. The clinician shall develop appropriate documentation in a timely manner for each assigned client and maintain a comprehensive set of treatment records on each client as stipulated in Day Treatment Intensive Regulations.
6. The clinician shall consult with collaterals regarding implementation of service plans in the Intensive Day Treatment and residential setting.
7. Supervise the day intensive activities.

(A Victor Treatment Centers, Inc. Personnel Form)

Approved By: _____ Chief Executive Officer – Issue Date: 06/02/05

8. Follow all pertinent guidelines of the County Quality Improvement Plan as it applies to the function of the Clinical position.
9. Other functions appropriate to the professional expectations of a licensed mental health professional.

ESSENTIAL REQUIREMENTS

1. Completion of a clinical program with Masters or Ph.D. degree in a field of behavioral science from an accredited educational institutional.
2. Needs to be eligible for licensure and hold a clinical license issued by appropriate state agency consistent with standards outlined in the Agency's Clinical Staff Licensing Requirements policy.
3. Must possess a valid California driver's license, and driving record that meets the standards outlined in the Agency's Personnel Policy; Motor Vehicle Operating Standards. Must possess personal automobile insurance consistent with the standard outlined in the Agency's Personnel Policy; Motor Vehicle Operating Standards.
4. Must be physically and mentally fit to work with potentially violent, severely emotionally disturbed adolescents in accordance with the Agency's personnel Policy: Physical and Mental Fitness Standards; must be willing to complete a health screening physical examination that includes a drug screen and a back screen; and must have the unrestricted capacity to employ physical restraint techniques in a professionally safe manner.
5. Must be willing to complete a personal background investigation conducted by the State of California; and must meet Community Care Licensing standards for employment.
6. Must obtain a First Aid Certification and CPR Certification.
7. Must be willing to work within a culturally integrated workplace, and be willing to respect human differences based on race, age, handicap, religion, sexual orientation, political persuasion, place of origin, color, or any other condition that distinguishes people from one another.
8. Must be able to interact and communicate in a timely, friendly and cooperative manner with other professionals working within the mental health /education industry both in public and private agencies while traveling, meeting, presenting, participating in workshops and training sessions, or performing clinical services pertaining to the Agency's clients.

9. Requires the ability to think and act quickly in emergencies; effectively deal with personal danger; maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances. Must be able to work safely with seriously emotionally disturbed children who may become violent, and physically and verbally offensive, without reacting in a negative, cruel or hostile manner towards the client.

DESIRED REQUIREMENTS

1. Two years experience in a clinical position in residential treatment.
2. Experience with severely emotionally disturbed children or adolescents.
3. Current First Aid and CPR Certification.