



**JOB TITLE:** Mental Health Qualified Professional (QP)/Day Treatment Counselor

**REPORTS TO:** Lead Day Treatment Counselor

**SUMMARY :** Provide therapeutic services to Day Treatment clients utilizing Individualized Service Plan goals and interventions. Assist in the development and implementation of experiential programming to meet the needs of clients in a treatment setting. Participate as a team member within a family-centered program.

**STATUS:** Exempt

## **QUALIFICATIONS**

### ● **Education/Experience**

- Meets requirements for a Qualified Professional which are:  
Master degree in a human services or related field from an accredited college or university and a minimum of one year supervised clinical experience working with children and families; Bachelor degree in a human services field and two years experience with the current population; or a Bachelor degree in a non-human services field and four years experience with the current population.
- Minimum of two years experience working with children and families required, previous work experience working with residential programs preferred.

### ● **Skills/Competencies**

- General knowledge of the state child welfare and mental health systems required.
- Considerable knowledge of family and group dynamics, a range of intervention techniques, resources in the community, and regulations and policies which impact youth.
- Bilingual skills preferred (Spanish).
- Demonstrated passion for serving youth and families, and the youth-serving workforce.
- Ability to establish and maintain effective working relationships with members of caseload and their families, coworkers, and community collaborators.
- Demonstrated proficiency in the use of a variety of computer software programs (Microsoft and Google products required).
- Demonstrated ability to exercise discretion and independent judgment.
- Demonstrated ability to operate well in crisis situations and knowledge of cultural issues that can affect care.
- Ability to work on diverse teams and must be willing to work with youth of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds.
- Good interpersonal, communication and organizational skills.
- Ability to balance multiple tasks and/or projects and be flexible within a team structure.
- Ability to laugh, be creative and have willingness to make and learn from mistakes.

- Displays enthusiasm and confidence in taking on tasks and challenges.
- Valid Driver's License, and must be willing to travel to various job related locations.

## TRAINING REQUIREMENTS

Time Frame	Training Required	Who	Total Minimum Hours Required
Within <b>30 days</b> of hire to provide service	3 hours Day Treatment service definition required components 3 hours of crisis response 11 hours Introduction to SOC* 6 hours of Person Centered Thinking	All Day Treatment Staff	23 hours
	Required training specific to the selected clinical model(s) or evidence-based treatment(s)**	All Day Treatment Staff	To be determined by model selected**
	3 hours of PCP Instructional Elements	Day Treatment QP staff responsible for PCP	3 hours
Within <b>90 days</b> of hire to provide this service	12 hours of Person Centered Thinking	All Day Treatment Staff	12 hours

## SOCIAL RESPONSIBILITIES

1. Cultivate a nurturing environment through the use of the Sanctuary Model that supports client and staff development on every level spiritually, socially, educationally, and emotionally.
2. Be aware of and willing to work with youth and families of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds and to foster diversity and inclusion in the workplace and designated program area.
3. Use the Sanctuary Model and its toolkit to continue to provide guidance towards the responsiveness and respect of diversity, multiculturalism, and inclusion across all programs and settings.
4. Be committed to using Sanctuary principles when interacting and communicating with others, in team building, giving and receiving feedback, showing initiative, working independently, and in using good judgment, problem solving and decision making.
5. Embrace technology by being willing and able to check and respond to emails/messages, prepare documentation and attend meetings via video conferencing.
6. Promote a safe, secure environment in all areas of responsibility.
7. Comply with all standards of accreditation and licensing agencies and adhere to all organizational policies, procedures and program guidelines.
8. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
9. Assume responsibility for personal and professional development through appropriate use of regular supervision (individual or group), participating in meetings, maintaining continuing education requirements, licensure and certifications and attendance at classes, workshops, etc. to

- improve professional skills.
10. Maintain professional conduct and image to actively promote the mission, value and purpose of Crossnore Communities for Children.
  11. Ensure the provision of quality services through participation in Crossnore Communities for Children Performance Quality Improvement (PQI).

## **DUTIES AND RESPONSIBILITIES**

### **TECHNICAL KNOWLEDGE/CLINICAL KNOWLEDGE**

1. Develop thorough understanding of systems and strength-based thinking; models behaviors that reflect that thinking, including the importance of family-centered practice.
2. Develop thorough understanding of and implements Day Treatment clinical model.
3. Demonstrate a basic knowledge of the developmental needs of children.
4. Assist in the development and implementation of experiential and other learning activities that respond to clients' individual differences in ability, interest, development, and learning styles.
5. Plan for and invite family involvement at all levels as well as work to keep parents/ legal guardians informed about their child's progress.
6. Assure that a daily schedule is maintained by supervising and monitoring client activities.
7. Appropriately administer medication as necessary.
8. Demonstrate appropriate and organized planning skills related to client programming.
9. Take opportunities to get involved in program development through membership on committees, workgroups, or short term special initiatives.
10. Provide adequate coverage for the clients at all times, maintaining the appropriate staff to client supervision ratio.
11. Develop and implement a plan for Professional Development, which includes skill enhancement for direct work with clients and their families in conjunction with team planning.
12. Work in coordination with the Counseling Educators and other staff to create a positive growth-enhancing environment that promotes the development of healthy traits for clients and their families.
13. Provide individualized therapeutic interventions designed to assist the client in accomplishing his/her goals, including but not limited to the use of therapeutic hold when necessary as a therapeutic intervention.
14. Actively utilize client Service Plans to guide interventions during the provision of treatment.
15. Create & participate in providing opportunities for clients to work on their goals through therapeutic experiential activities.
16. Demonstrate a strong commitment to the therapeutic process and providing treatment while attending to educational needs of clients.

### **ANALYTICAL SKILLS**

17. Identify effective ways to work with specific individuals, families and groups.
18. Actively problem-solve and seek help regarding systems issues that affect the client.
19. Use information from the bio-psycho-social to provide services that are based on the client/family strengths, preferences and needs.

### **DECISION-MAKING SKILLS**

20. Use sound judgment in developing and implementing decisions; always making decisions in collaboration with clients/families and other professionals.
21. Make sound decisions in crisis situations.

22. Provide age appropriate structure and respectful responses to clients/families under stress, resolving conflicts in a non-violent manner.

### **INTERPERSONAL SKILLS**

23. Participate regularly in treatment meetings and other staffings, as needed.
24. Contribute as a team member and model appropriately responsible, caring, and invested behavior for clients and other staff.
25. Establish therapeutic connections with clients and their families using a systems and strength-based perspective that is appropriately individualized.

### **COMMUNICATION SKILLS**

26. Demonstrate effective written and verbal communication skills.
27. Demonstrate active listening and communicating support to client/families

### **DOCUMENTATION SKILLS**

28. Provide accurate and clear documentation of services provided, interventions used, and client progress; ensure that the documentation adheres to licensing, accreditation, and agency standards.
29. Submits documentation in a timely fashion.

### **DAYS/HOURS OF POSITION and WORK CONDITIONS:**

Typical hours are 1st shift, Monday-Friday. Must be available to work some evenings and weekends as dictated by the demands of the position. May involve contact with clients and/or family members who may be hostile, resistant, and violent.

### **PHYSICAL DEMANDS: Medium**

- Position involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 20 pounds.
- Frequent walking, standing, and sitting.
- Frequent reaching and/or grasping using hands and/or arms.
- Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects.
- Visual ability including distance, peripheral and depth perception.
- Ability to drive.
- Regularly required to talk and hear.
- Ability to spend long periods of time standing, bending, stooping, and walking around the facility while supervising and/or participating in the activities and assisting in the movement of the residents.
- Accompany residents on field trips requiring the physical stamina to walk at least a mile.
- Able to climb stairs repeatedly.
- Job requires physical stamina; agility required to manage young, active clients.
- Must be able to perform restraints.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

\_\_\_\_\_ *I understand that this job description does NOT constitute a contract for employment and that Crossnore Communities for Children may exercise its employment-at-will rights at any time.*

\_\_\_\_\_ *I understand that this job description is a guide and not all-inclusive, and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

\_\_\_\_\_ *I have received a copy of this job description and understand the responsibilities, and certify that I am able to perform the essential functions of this position as outlined in this job description with/or without accommodations.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date