

The Christie School
POSITION DESCRIPTION
Job Title: Treatment Services Coordinator
EEOC: Professional
FLSA: Exempt
Grade: EO4:

Christie School believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

SUMMARY:

Under the direct supervision of Program Manager, and accountable to the Program Services Director, the Treatment Services Coordinator will carry responsibility to ensure that residential and treatment services are provided for each resident at a high qualitative level within each respective program.

ESSENTIAL FUNCTIONS/KEY ACCOUNTABILITIES:

- Provides direct treatment services to residents utilizing individual, group, and family therapy modalities.
- Assumes responsibility to ensure that respective program functions within a total therapeutic milieu through staff meeting participation, and paperwork review.
- Assists Program Manager assuring that program therapeutic services are appropriate and within agency guidelines of high quality and coordinated with other agency programs.
- Provides for training and supervision of social work and graduate level interns.
- Prepares necessary treatment documentation for each resident consistent with agency guidelines and in a timely manner.
- Provides overall information relative to program treatment services and resident needs to the Program Manager and treatment team.
- Coordinates or integrates the network of services available throughout the agency in a manner, which will deliver the greatest therapeutic impact consistent with overall agency purposes and goals.
- Provides consultation and supervision to Teacher Counselors to assist with structuring a therapeutic milieu.
- Performs other duties as assigned or requested.

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ADDITIONAL FUNCTIONS

- Performs other duties as assigned or requested.

MINIMUM JOB REQUIREMENTS:

- Master's degree in social work, psychology, counseling, or related human services field.
- Current Oregon/Washington driver's license.
- LCSW or LPC preferred but not required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Specialized expertise and knowledge of therapeutic modalities to conduct psychotherapy with individuals, families, and groups
- Ability to work a variety of shifts including weekend, days, swing, and/or overnight.
- Ability to work with a variety of supervisors and staff on an intermittent basis.
- Basic knowledge of human development.
- Excellent interpersonal, verbal and written communication skills
- Organized and able to multi-task.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Vision sufficient to read medical/school records, documentation, and visual changes in student.
- Extended periods of time sitting at work station updating client treatment/medical electronic record, phone work; and meeting with clients.
- Moderate amount of time spent in the milieu working with direct care staff.
- Mobility (including lifting, bending, stooping, reaching) and dexterity sufficient to assist clients and handle required job related functions and move about the facility.
- Ability to restrain an out-of-control child and able to lift a minimum of 50 lbs.
- Exposure to communicable diseases found in children.
- Clients may use challenging or offensive verbalizations towards staff and other students with potential for escalation to physical aggression.

ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Job Description above. I understand and agree that the provisions of this Job Description may be amended or revised at any time, without notice, at the Agency's discretion, and that this Job Description is not an exhaustive statement of job functions, responsibilities or accountabilities.

Dated: _____

Signature: _____

Print Name: _____