



JOB DESCRIPTION: TREATMENT DIRECTOR

Company Summary

Habilitative Homes, a program at Pathways Youth and Family Services, Inc. (Pathways), provides residential treatment for children diagnosed with intellectual and developmental disabilities, emotional disorders, and Autism Spectrum Disorders. The facility is located in San Antonio, Texas yet provides support for children across the state of Texas. Pathways Youth and Family Services, Inc. (Pathways), a 501(c)(3) non-profit organization, provides a comprehensive array of services to include residential foster care, adoption, behavioral health therapy, targeted case management and crisis response to children, families and communities across the state of Texas.

Job Summary

The Treatment Director will be responsible for providing overall treatment program, including clinical responsibility for the management of Habilitative Homes therapeutic intervention; and provide direction and overall management of the treatment program. The Treatment Director will provide clinical services to the foster children residing at Habilitative Homes including but not limited to, their biological families, foster families and/or adoptive families.

Responsibilities

General:

- Contributes to Habilitative Homes' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external parties
- Provides support to Program Administer in hiring, firing, development and evaluation of staff
- Adheres to the requirements and regulations as set forth by the Texas Department of State Health Services and Texas State Board of Examiners based on clinical licensure
- Adheres to all current federal & state laws, as well as to Habilitative Homes' Policies and Procedures and to Pathways' Behavioral Health Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to the Program Administrator and the Child Abuse Hotline
- Reports serious incidents and updates to caseworkers
- Notifies licensing of reportable incidents
- Establishes relationships and communicates with the clients/children, caseworkers/probation officers, family members and staff
- Identifies and seeks resolution for potential problems arising with all involved parties
- Performs administrative duties to ensure the efficient functioning of daily treatment operations of Habilitative Homes
- Maintains professional licensure as a mental health provider in good standing based on licensing requirements
- Maintains all training requirements for licensure and for Habilitative Homes
- Attends staff/agency meetings as required
- Completes other duties as directed by the Habilitative Homes Program Administrator and Clinical Treatment Director

Program:

- Ensures compliance with all regulatory requirements
- Supports the Program Administrator with program implementation
- Makes recommendations for program improvements
- Develops therapeutic milieu tailored towards individual treatment needs with structured daily routine and professional level therapeutic services.
- Designs individualized service plans with multi-disciplinary team of professionals who are qualified to address the child's individual needs
- Develops structured daily routine with recreational and leisure time activities designed for the individual's treatment needs
- Provides clinical training to staff to support treatment needs
- Works with Program Administer in providing community awareness and support for the program
- Participates in the review of potential new clients for admission to Habilitative Homes, reviews psychological assessments and treatment history files, and provides input to Administrator
- Assists the Administrator and other professionals in short and long-term planning for the Habilitative Homes' program
- Reports to the Program Adminstrator (or other administrative team members) as necessary regarding support services, personnel issues, fiscal considerations, etc.
- Develops professional relationships with other peers in the field
- Attends meetings and trainings as required
- Oversight of the overall treatment program, including clinical responsibility for the management of Habilitative Homes RTC therapeutic interventions.
- Act as Back-up Child Care Administrator and liaison with licensing as needed.
- Perform Professional Level Service Provider activities as defined in Minimum Standards for GROs
- Makes any reports of suspected incidents of child abuse, neglect or exploitation to the Child Abuse Hotline

Clients:

- Completes initial diagnostic assessment on all children placed at Habilitative Homes to determine treatment needs, as well as conducts ongoing assessments every 90 days in compliance with regulatory and contracting entity to determine when clinical goals have been achieved and lower level of care is indicated.
- Develops preliminary and initial service plans and review plans as clinically indicated and in compliance with licensing and regulatory entities.
- Performs and facilitates treatment plan meetings and reviews
- Provides direct therapeutic and evidence-based services (psycho-social assessments; individual, group and family therapy; targeted case management and rehabilitative services including skills training, medication management, routine case management and crisis services; and CANS assessments) to residents of Habilitative Homes RTC and other Pathways' clients in the community as needed . Provides an average of 15-25 hours of billable services per week (during summer break the average amount of billable hours will be higher due to children having increased availability)
- Serves as the liaison for treatment service providers (psychiatrists, ST, OT, PT and psychologists)
- Participates in case staffing meetings with other service providers
- Maintains all client documentation in the electronic records management system

Supervisor:	Habilitative Homes Program Administrator-Treatment Director functions Mosaic Consulting Clinical Treatment Director-Direct Therapeutic services
Supervises:	N/A
Work Environment:	Habilitative Homes RTC; occasional travel
Work Hours:	This is a full-time, minimum 40 hours per week position. Work hours must be flexible to include some weekend, holiday, and evening hours
Classification:	Exempt

Education & Experience

- At minimum a Master's degree in a behavioral science or related field and a professional mental health license (i.e. LPC, LMFT, LCSW) valid in the state of Texas
- QMHP-CS certification (preferred)
- A minimum of 3 years of experience working with children, families and other individuals with behavioral health issues
- Experience with trauma informed care and family/group therapy preferred
- Bi-lingual, Spanish speaking preferred

Knowledge, Skills, & Abilities

- Strong clinical skills and knowledge of the treatment issues concerning children, adolescents, adults, and families
- Experience with foster and/or adoptive children and families and knowledge of the DFPS system is preferred
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to be clear headed and decisive based on the scope of the position
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Competent in using Microsoft Word, Excel, the Internet, and other software applications
- Effective oral/written communication and organizational skills
- Ability to effectively work as a part of a professional team

Additional Requirements

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance (only required for employees who transport clients)
- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug screen
- Working cellular telephone

Physical Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.

EMPLOYEE:

Printed Name

Signature

Date

SUPERVISOR:

Clinical Treatment Director Signature

Date