

# Treatment Specialist

## Position Description

**Status**

Regular Full-Time

**Reports to**

Team Leader

**Compensation**

B22

**Supervises**

none

**Bargaining Unit**

Court Hourly

**Position Category**

Specialist

**Summary**

Under the supervision of the Team Leaders, the Treatment Specialist performs responsibilities consistent with safety, and security measures, policies and procedures, and daily operations of the program. Activities include: facilitating/developing family relationships, case management, practicing/modeling core program therapeutic aspects, and maintaining facility security. Individual must demonstrate the ability to work within a team setting, patience, confident decision-making, empathy, advanced interpersonal skills, and persistence in challenging situations.

**Essential Functions**

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

1. Facilitates in-home family work. Tasks associated with family work include teaching program interventions/therapeutic approaches, coaching, assisting families in setting expectations, and helping with problem solving.
2. Provide case management. Develop treatment plan, track treatment goals, modify treatment direction as necessary, and consistently utilizes the treatment plan to guide methods of care. Includes maintenance of case files, attends to medical/dental needs, facilitates team meetings, schedules home passes/appointments, and keeps families, and team apprised of relevant information.
3. Utilizes therapeutic interventions within the facility. Facilitates groups, guides conflict resolution, mediates conflict/crisis, aids in de-escalation, teaches self-evaluation and educates residents in skills/strategies in line with the center's therapeutic approach.
4. Maintains facility security by closely monitoring residents and performing searches and building security checks as needed. Documents incidents.
5. Administers medications according to physician orders, provides basic first aid as necessary, assesses injuries and illnesses and determines need for medical care in accordance with program guidelines.

6.Coordinates, and assists residents with, daily activities. Plans and facilitates community service and exercise outings. Supports residents with school, and group work. Teaches basic life skills such as hygiene, laundry, cleaning and cooking.

### **Other Functions**

1. Processes resident intake. Documents all required resident personal information. Conducts personal searches of residents. Orients new residents and parents to the facility; explaining the philosophy, policies, procedures and program rules.
2. Schedules and supervises approved recreational, exercise and work activities for residents. Ensures activities are performed in accordance with facility rules and regulations.
3. Supports and encourages residents to timely complete school assignments. Provides basic tutoring services to residents.
4. Attends regular team meetings and presents information and recommendations for treatment plans, documents and communicates interaction with residents, such as observations, problems, crisis, interpretations of residents' actions and other relevant matters.
5. Discharges residents, returns personal belongings to residents, documents required discharge information and prepares closing reports.
6. Assists in other areas of the facility as required.

### **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Process Focus / Attention to Detail
- Goal / Results Oriented
- Communication (Written & Verbal)
- Planning / Time Management
- Decision Making & Judgement
- Analysis & Problem Solving

### **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

### **Work Environment**

This position is performed in a residential facility with close proximity to adjudicated youth. Specialist may also spend time outdoors with residents.

### **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.

Ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

## **Travel**

Travel is required throughout the County.

## **Required Education and Experience**

1. Two years of college (30 semester hours) towards a social science of human services related degree is required OR High School Diploma / GED Equivalent with two years of work experience in a child / adolescent care facility or closely related setting can be accepted as well
2. Bachelor's degree in a social science or human services field is preferred.
3. Three months of casework experience in a court, social work, child caring institution, or closely related setting. This may include internships, or on the job training.
4. Current unencumbered Michigan Driver's License with no more than one traffic violation in the last 12 months

## **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_