

Day Treatment Assistant

Jackson Campus

General Job Summary: The Day Treatment Assistant, under the direction of the Day Treatment Director, maintains an active caseload providing a comprehensive array of therapeutic residence services to clients. Goals of the services provided by the Day Treatment Assistant include actively engaging families to become involved with the care and treatment of the client, family reunification and/or permanency and the successful achievement of identified goals set forth by Mississippi Department of Human Services (“MDHS”) and Department of Mental Health (“MDMH”).

Essential Functions:

- Assist in Training New EQUIP Coaches
- *Assist in Day Treatment Classes*
- Active Participation in Family Team Meetings (as directed)
- Provide Support During Crisis Situations
- On-Call Rotation
- Assist in ensuring Ongoing Compliance with DMH Certification
- Assist in ensuring Ongoing Compliance with Program Curriculum
- *Assist with Daily Progress Notes*
- *Attends weekly Admissions Meetings* (as directed by supervisor) and makes recommendations concerning all admissions, transfers between programs, and all planned and emergency discharges.
- Develops and maintains effective therapeutic relationships. Identifies and monitors the clients’ and families’ progress relative to the needs, goals and objectives identified in the assessments and service plans and discusses any problems being encountered by or with the clients in care.
- Assists administrative staff in ensuring residential programs meet minimum standards for MDHS and MDMH.
- Participates in training/in service opportunities provided by the Agency. Attends meetings as directed by the Clinical Director
- Establishes and maintains an environment that promotes the safety of the clients.
- Maintains a safe and healthy work environment.
- Serves as a role model and mentor for staff.
- Takes initiative to implement good practice and meets licensing and accreditation standards.
- Interacts professionally and cooperatively with other parts of the agency (i.e., Human Resources, Finance, etc.).
- Completes assignments in a timely and accurate manner.
- Is willing to take on additional responsibility in a positive manner.
- Upholds the mission and values of Methodist Children’s Homes.
- Completes training necessary to perform position consistent with program and agency staff development plans and identifies training appropriate to this position
- Case load not to exceed 25 clients.

Qualifications:

Knowledge & Experience

- Must be twenty-one (21) years of age.
- Must possess a minimum of a Bachelor's Degree in a mental health related field.
- Must have a minimum of two years (2) of experience in a child care program.
- Must be eligible to be certified by MDMH within 90 days of hire.
- Strong people skills.
- Working knowledge of family systems and family dynamics.
- Ability to meet and handle the public with tact and poise.
- Ability to multi task in a fast paced work environment.
- Ability to appropriately handle confidential information.
- Ability to understand and consistently implement policies and procedures of the Agency.
- Ability to interact and work cooperatively and effectively with other personnel and clients.
- Ability to show sensitivity and responsiveness to cultural difference in the service population.
- Ability to uphold the mission and values of Methodist Children's Homes.

Skills/Working Conditions:

- Must maintain valid Driver's License and an acceptable driving record.
- Must be insurable by Methodist Children's Homes insurance carrier.
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- Must successfully complete all phases of pre-service and on-going training.
- Must be able to work in a fast paced, high pressure, high stress environment.
- Position may experience verbal and/or physical aggression from client population.
- Possible exposure to infectious diseases.

Physical Requirements:

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required.
- Have the ability to perform physical demands associated with daily operational functions, property management, and client maintenance, cooking, shopping, supplies inventory, and other rotating assignments.
- Have the ability to demonstrate organizational, management, and leadership skills.
- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities.

I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION

Employee Signature

Date